

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
MARK GREBNER, CHAIR
THOMAS MORGAN
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
GABRIELLE LAWRENCE
MYLES JOHNSON
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, DECEMBER 04, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [November 20, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Community Agencies – Resolution Approving [2025 Community Agency Grant Award Agreements](#)
2. Fairgrounds – Resolution to Purchase [Jack O’ Lanterns Unleashed](#) from Debbi Katz Productions
3. Parks Department
 - a. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF23-0142 – [Riverbend Natural Area Improvements](#)
 - b. Resolution to Authorize a Contract with [Matrix Consulting Engineers, Inc.](#) for an Energy Efficiency Lighting Study, Design, and Recommendation within the Ingham County Parks
 - c. Resolution to Authorize a Contract with [MI Imagery for Fabricating and Installing](#) Park Main Entrance Signs for the Ingham County Parks Department
 - d. Resolution to Authorize an Amendment to Contract with [Spicer Group, Inc. for Burchfield Cabins](#) – Land and Water Grant Scope Change
4. Health Department
 - a. Resolution to Authorize Amendment #1 to the 2023 – 2024 Agreement with the Michigan Department of Health and Human Services for the [Delivery of Public Health Services](#) under the Master Agreement
 - b. Resolution to Accept Michigan Department of Health and Human Services [FY2025 Family Planning Funds](#)
 - c. Resolution to Accept Funds from the [Office of Refugee Resettlement](#) for the Star Grant Program
 - d. Resolution to Amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association to Purchase the [Azara Patient Outreach Campaign Module](#), Uniform Data System Engagement, and Uniform Data System Validation and Data Mapping Services
5. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent [Conservation Easement Deeds](#) on Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, and Schrauben Properties
6. Equalization Department – Resolution to Authorize Participation in the 2025 Tri-County Regional [Aerial Imagery Partner Agreement](#)

7. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the [Ocularis Software Licensing Agreement](#) from KnightWatch
 - b. Resolution to Approve [Security Cameras for Grady Porter Building](#) and Veterans Memorial Courthouse Provided by Smart Homes, Inc.

8. Facilities Department
 - a. Resolution to Authorize the Upgrade of the [Access Control System at the Hilliard Building](#)
 - b. Resolution to Authorize Additional Work with Smart Homes Smart Offices for Technology [Upgrades at the Hilliard Building](#) and HSB Conference Room A
 - c. Resolution to Authorize the Installation of a [Movable Wall Between Jury Rooms 6 and 7](#) in the VMC Circuit Court
 - d. Resolution to Authorize the Installation of [Acoustic Panels at Pretrial Services](#) in the Grady Porter Building
 - e. Resolution to Authorize a Service Agreement with [Hedrick Associates for the Sewage Pump Replacement Project](#) at the Veterans Memorial Courthouse

9. Human Resources Department
 - a. Resolution to Approve Modifications to the 2022 - 2024 [Managerial and Confidential Employee Personnel Manual for 2025 – 2027](#)
 - b. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP [Corrections Unit](#)
 - c. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP [Command Unit](#)
 - d. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters [Local 214 Assistant Public Defenders Unit](#)
 - e. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters [Local 243 Zoo Supervisory Unit](#)

10. Sheriff's Office – Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2025 [Ingham Regional Active Violence Preparedness Training Program](#)

11. Controller's Office
 - a. Request to Approve [General Fund Positions](#)
 - b. Resolution to Approve a [Paid Parental Leave Policy](#)
 - c. Resolution to Amend Resolutions #22-212 And #23-564 and to [Allocate Remaining ARPA Funds by December 31, 2024](#)
 - d. Resolution Authorizing Adjustments to the [2024 Ingham County Budget](#)

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

November 20, 2024

Draft Minutes

Members Present: Grebner, Morgan, Sebolt, Lawrence, Johnson, and Maiville.

Members Absent: Polsdofer and Tennis.

Others Present: Becky Bennett, Michael Townsend, Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Grebner at 6:01 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the November 6, 2024 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE NOVEMBER 6, 2024 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Polsdofer and Tennis.

Additions to the Agenda

14. Controller's Office

- e. Resolution to Amend Resolution #24-492 for Tax Levies Rates for the Elder Persons, Basic Health Services, and Housing and Homeless Millages
- f. Resolution Approving Contract of Lease and Sublease for the Community Mental Health Authority of Clinton- Eaton-Ingham Counties Project

15. Board of Commissioners

- a. Resolution Authorizing Commissioner Compensation for 2025 through 2028
- b. Resolution Approving 2025-2027 Compensation for Non-Judicial County-Wide Elected Officials

Removed

12. Fairgrounds – Resolution to Authorize the Purchase of Jack O' Lanterns Unleashed for the Ingham County Fairgrounds

Limited Public Comment

None.

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

1. Sheriff's Office

- a. Resolution to Authorize Contracts with Identified Service Providers as Authorized by the Justice Millage
- b. Resolution to Replace a Hoist at the Ingham County Sheriff's Office

2. Homeland Security and Emergency Management

- a. Resolution to Authorize a Contract with Ascentra Inc. to Provide Three Advanced Exercise Development and Evaluation Training Courses

- b. Resolution to Authorize a Contract Renewal Agreement with DEDrone for the Region 1 Drone Detection System Software
 - c. Resolution to Authorize a Contract with the State of Michigan Accepting the FY 2024 Homeland Security Grant Program Funds and Make Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1
 - d. Resolution to Authorize an Equipment Purchase Agreement with Unmanned Vehicle Technologies to Purchase a DJI Mavic 3 Thermal Enterprise Drone System
3. Circuit Court – Resolution to Authorize Upgrade the Audio Processor and Other Courtroom Technology in Courtrooms 7 and 8
4. 55th District Court
- a. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the State Court Administrative Office - Michigan Mental Health Court Grant Program, Continue a Probation Officer Position, and Authorize Subcontracts
 - b. Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the State Court Administrative Office - Michigan Drug Court Grant Program and the Office of Highway Safety Planning and Authorize Subcontracts
 - c. Resolution to Authorize an Agreement with Averhealth for Substance Testing Services for the 55th District Court Mental Health Court and Sobriety Court for Fiscal Year 2025
5. Community Corrections Advisory Board
- a. Resolution to Amend Resolution #24-226 to Reflect Final Award Amounts for Subcontractors from the State of Michigan for PA511 Funded Programs
 - b. Resolution to Authorize a New Contract with JSG Monitoring to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement
6. Drain Commissioner’s Office – Resolution to Authorize an Agreement for the Construction of Part of the Okemos Consolidated Drain within the Road Rights-of-Way and Execute an Assignment and Assumption of Drainage Easement
7. Innovation & Technology Department
- a. Resolution to Approve the Purchase of BeyondTrust EPM Security Software from CDW-G
 - b. Resolution to Approve a Hardware Maintenance Agreement from CDW-G
8. Facilities Department – Resolution to Authorize Carpet Replacement at the Ingham County Family Center
9. Human Resources Department – Resolution to Approve Reclassification Requests for ICEA County Professional Unit, UAW TOPS, and Michigan Nurses Association Employees
10. Health Services Millage – Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation
11. Health Department
- a. Resolution to Authorize Amendment #1 to the 2024 – 2025 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
 - b. Resolution to Authorize an Agreement with True Screen
 - c. Resolution to Authorize Amending Resolution #24-452 for the 2024 -2025 Master Agreement with Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - d. Resolution to Authorize Renewing an Agreement with Dr. Muhammad Kang for Podiatry Services

13. Opioid Litigation Advisory Panel – Resolution to Adopt an Opioid Settlement Spending Plan
14. Controller’s Office
 - a. Request to Approve General Fund Positions
 - b. Resolution to Authorize Acceptance of \$1,500,000 of State of Michigan Appropriations for Kirby Road/Kinneville Road Project
 - c. Resolution to Authorize 2025 Agreements for Juvenile Justice Community Agencies
 - d. Resolution Approving Various Contracts for the 2025 Budget Year
 - f. Resolution Approving Contract of Lease and Sublease for the Community Mental Health Authority of Clinton- Eaton-Ingham Counties Project

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

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

14. Controller’s Office
 - e. Resolution to Amend Resolution #24-492 for Tax Levies Rates for the Elder Persons, Basic Health Services, and Housing and Homeless Millages

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

Chairperson Grebner stated they wanted to discuss this item because they wanted to propose a minor change the next time the County put a millage on the ballot. Chairperson Grebner further stated that local units of government in Mid-Michigan had seen repeated minor snags with millage questions and getting the questions printed and on ballot at the right time.

Chairperson Grebner stated they had all typically been minor, but had the potential to be significant problems. Chairperson Grebner further stated everyone involved was so familiar with them that they did not actually read it through, and they had asked Gregg Todd, Controller, to start thinking about an arrangement with someone outside the County who would inspect the millage language going forward to make sure everything was correct.

Chairperson Grebner stated the County could likely spend a few thousand dollars on something like that, as they had occasionally had near disasters and in some cases, actual disasters. Chairperson Grebner further stated that something like that had happened under a former County Clerk.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer and Tennis.

15. Board of Commissioners
 - a. Resolution Authorizing Commissioner Compensation for 2025 through 2028

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

Commissioner Maiville stated he figured there would be unanimous support for the resolution and there had

been an amendment, which did not pass, at the November 19, 2024 County Services Committee meeting. Commissioner Maiville further stated that Commissioner compensation had been relatively flat for the last 12 years, as they had been principled, but were now faced with a four year term where they had to decide what they would be paid.

Commissioner Maiville stated, if this increase was too excessive, then what would be reasonable over the next four years.

Commissioner Morgan echoed the comments made by Commissioner Maiville and stated as he had said at the November 13, 2024 Board Leadership meeting, when the issue of a slight increase had come before the Board of Commissioners in 2018, he and Commissioner Sebolt had voted against it. Commissioner Morgan further stated, speaking for himself, that maybe this did not fix it, but there was something to be said about attraction and retention, and maybe people could start pay for themselves by being better at saving the County money.

Commissioner Morgan stated the State Legislature pay had gone down since 2002 and, other than local officials, quality had gone down, so it went to show that they needed to do what they could to keep quality individuals around.

Chairperson Grebner stated that the City of East Lansing paid their City Council very poorly and as a result there was not a single member who had been there an entire term, as they just kept leaving. Chairperson Grebner further stated the City had faced instability and they sat on the East Lansing Officer Compensation Commission and the only thing they had heard was that they needed more money.

Chairperson Grebner stated that Ingham County was not in that league, but it did serve as a worst possible example.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer and Tennis.

15. Board of Commissioners

- b. Resolution Approving 2025-2027 Compensation for Non-Judicial County-Wide Elected Officials

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

Commissioner Morgan stated he thought there was a consensus at the Board Leadership meeting that Chief Deputies should not make more than their bosses. Commissioner Morgan further stated they had discussed numbers which did not get included in the resolution, so they had taken the liberty to work up those numbers on a sheet of paper that had been provided.

Commissioner Morgan stated that this proposed change solved the issue and would hopefully continue to encourage people to run for those offices who otherwise might not. Commissioner Morgan further stated that the fiscal impact was not significant, and in the interest of fairness it was the right thing to do.

Discussion.

Chairperson Grebner stated that the changes appeared to total around \$70,000 per year by 2027.

Discussion.

Commissioner Morgan stated that his proposed changes were a three percent increase above the Chief Deputy, Step 5, for most of the County-wide Elected Officials.

Chairperson Grebner stated, in summary, this change increased most of the County-wide Elected Officials by around \$10,000, with three percent raises on top of that.

Discussion ensued regarding the proposed changes.

Chairperson Grebner stated the main counter argument they would have against this idea was that they did not necessarily have any agreement from those Elected Officials that they were full-time County employees. Chairperson Grebner further stated that it had been said sometimes, over the history of Ingham County, that some County-wide Elected Officials were not seen at the office as much as their Chief Deputies.

Chairperson Grebner stated that if there was an agreement that required them to agree that they intended to work as full-time employees, then they had no issue at all with the idea of these salaries. Chairperson Grebner further stated that someday they would do something mean involving having all County-wide Elected Officials to agree that they were full-time employees, though that was probably not enforceable.

Commissioner Lawrence stated they understood, but as Chairperson Grebner said, that would not be enforceable. Commissioner Lawrence further suggested that the resolution should include that the County should pay the bar dues for any state in which the Prosecuting Attorney was licensed.

Discussion ensued regarding bar dues.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. LAWRENCE, TO AMEND THE RESOLUTION AS FOLLOWS:

Elected Official	2024	2025	2026 (3%)	2027 (4%)
County Clerk	103,274	115,000 123,628	118,450 127,337	123,188 132,430
Drain Commissioner	96,538	110,000 133,659	113,300 137,669	117,832 143,175
Prosecuting Attorney	148,724	153,186 165,243	157,781 170,200	164,093 177,008
Register of Deeds	96,538	110,000 123,628	113,300 127,337	117,832 132,430
Sheriff	139,291	143,470 144,176	147,774 148,502	153,685 154,442
Treasurer	111,268	115,000 123,628	118,450 127,337	123,188 132,430

Discussion ensued regarding the compensation in the Drain Commissioners Office.

Chairperson Grebner stated it was a bad idea to underpay County-wide Elected Officials, and they supported this idea because the numbers looked okay. Chairperson Grebner further stated that sometimes Chief Deputies paid more because they were doing more or were more qualified than the Elected Official, and though the numbers came out about right, they were not enamored with the idea that if a Chief Deputy got a three percent raise, the Elected Official did too.

Commissioner Sebolt stated if the situation Chairperson Grebner had described were happening, that would be an issue, but they were basing the numbers off of current salaries. Commissioner Sebolt stated that they were partly hesitant because this change was a larger increase for some positions over others, and they kept going back to the conversations they had with County-wide Elected Officials in-person, where they did not

seem as concerned about this as the Commissioners were making it out to be.

Commissioner Sebolt stated they knew it was the responsibility of the Board of Commissioners to be concerned about this, but there was not a lot of complaining from the County-wide elected Officials. Commissioner Sebolt further stated they would still probably vote yes even though they were mildly uncomfortable.

Commissioner Morgan stated they did not care about the people in the positions, they cared about the positions themselves.

Discussion.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer and Tennis.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Polsdofer and Tennis.

Announcements

Commissioner Johnson asked, when their fellow Commissioners were faced with questions regarding the Community Health Centers (CHC) and all the compensation increases, how they should explain it to their constituents.

Chairperson Grebner stated the CHCs had a budget, but they went way over, and the County was bailing them out. Chairperson Grebner further stated the CHCs had to come into alignment with their budget and that they were an independent agency.

Chairperson Grebner stated if any of their constituents ever asked them about their compensation as a Commissioner, they were surprised and not concerned that they were being overpaid. Chairperson Grebner further stated that everyone had a different experience or different opinions, but they had never experienced any blow back from constituents that the money they were making was disproportionate to the job.

Commissioner Sebolt stated that, in part, the CHCs were separate and were getting substantial subsidy from County. Commissioner Sebolt further stated that when they were looking at actual the amount before them, it did not even amount to enough to fund two full positions at the CHCs.

Discussion ensued regarding compensation.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:33 p.m

DECEMBER 4, 2024 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. **Community Agencies** – *Resolution Approving 2025 Community Agency Grant Award Agreements*

This resolution approves community agency funding for FY 2025. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #24-274.

For 2025, fifty (50) applications were received, requesting a total of \$750,821; and \$200,000 is included in the 2025 budget for community agency funding. Below is a summary of the funding guidelines and calculations that have shaped these recommendations:

- **Maximum Grant Award:** No application will receive more than \$5,000 for the 2025 grant cycle.
- **Funding Consistency with 2024:** Each organization is funded at the same level as was granted in 2024, or \$5,000, whichever is less.
- **Direct Services Focus:** All recommended funding is directed primarily toward direct services, with a few noted exceptions.
- **Exceptions:**
 - **Funding Adjustments:** Minimum amounts were adjusted to cover the total cost of direct services proposed, up to the \$5,000 cap.
 - **Indirect Support for Direct Services:** Funding adjustments include coverage for essential expenses such as rent, utilities, and specific personnel (e.g., school counselors, telephone, and internet for crisis hotlines), where necessary to deliver the direct service.

If the resolution is approved, additional funds beyond what is included in the budget could be utilized from the 2025 contingency fund.

2. **Fairgrounds** – *Resolution to Purchase Jack O' Lanterns Unleashed from Debbi Katz Productions*

This resolution authorizes the purchase of the Jack O' Lanterns Unleashed. Since 2021, the show assets were rented from Debbi Katz Productions. The term of the rental expired in 2024. Therefore, it is necessary to purchase the show assets from Debbi Katz Productions to continue producing the show. The cost to purchase the show from Debbi Katz Productions is \$50,000 contingent upon \$65,000 in show enhancements for a total of \$115,000. The funding is available in the 2025 hotel/motel fund.

3a. **Parks Department** - *Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF23-0142 – Riverbend Natural Area Improvements*

This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund Grant as Ingham County Parks successfully received this \$300,000 grant from the MDNR.

3b. Parks Department - Resolution to Authorize a Contract with Matrix Consulting Engineers, Inc. for an Energy Efficiency Lighting Study, Design, and Recommendation within the Ingham County Parks

This resolution approves entering into a contract with Matrix Consulting Engineers, Inc. for the base bid in the amount of \$15,450 for an energy efficiency lighting study, design and recommendations within the Ingham County Parks. A contingency not to exceed \$3,550 is also authorized, for a total not to exceed \$19,000. The remaining funds in this CIP line will be utilized for the first phase of implementation of upgrades and replacements of efficient lighting determined by the study.

3c. Parks Department - Resolution to Authorize a Contract with MI Imagery for Fabricating and Installing Park Main Entrance Signs for the Ingham County Parks Department

This resolution authorizes a contract with MI Imagery to replace the park's main entrance signs throughout the Ingham County Parks system would be \$250,283.35 with a contingency not to exceed \$12,514.17 for a total not to exceed of \$262,797.52. They will be funded from three current grants and monies left over from Hawk Island Parks three grant projects millage match dollars and from Lake Lansing South pedestrian entrance upgrades (Resolution #24-495). No additional Trails & Parks millage dollars will be necessary.

3d. Parks Department - Resolution to Authorize an Amendment to Contract with Spicer Group, Inc. for Burchfield Cabins – Land and Water Grant Scope Change

This resolution authorizes an amendment to the contract with Spicer Group, Inc. to increase the contract amount by \$104,900, for a total amended contract value of \$213,400 to provide prime professional services including those services related to the updates at Burchfield Park cabins (McNamara Landing).

4a. Health Department - Resolution to Authorize Amendment #1 to the 2023 – 2024 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement

This resolution will increase the FY '25 original grant agreement from \$9,194,461 to \$9,992,117 an increase of \$797,656. The revised resolution makes the following specific changes to the budget:

Family Planning Services Program: increase of \$350,000 from \$492,168 to \$842,168

Hearing - East Lansing Public High School (ELPHS): increase of \$67,828 from \$67,809 to \$135,637

HIV Prevention-Forest Community Health: decrease of \$37,000 from \$137,000 to \$100,000

Nurse Family Partnership Services: increase of \$91,316 from \$788,300 to \$879,616

Oral Health-Kindergarten Assessment: increase of \$27,563 from \$67,273 to \$94,836

Public Health Emergency Preparedness October 1 to June 30: increase of \$4,594 from \$113,318 to \$117,912

Regional Perinatal Care System: increase of \$175,526 from \$305,155 to \$480,681

Vision ELPHS: increase of \$67,829 from \$67,808 to \$135,637

Local Health Department (LHD) Sharing Support: increase of \$50,000 from \$0 to \$50,000

4b. Health Department - Resolution to Accept Michigan Department of Health and Human Services FY2025 Family Planning Funds

This resolution authorizes an agreement with MDHHS to accept funds from MDHHS for Family Planning effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000.

4c. Health Department- Resolution to Accept Funds from the Office of Refugee Resettlement for the Star Grant Program

This resolution authorizes accepting \$497,130 in funding per year from ORR for the successful resettlement and integration of trauma-affected refugees and other eligible Ingham County residents for the ORR refugee program services, effective September 30, 2024 through September 29, 2028.

4d. Health Department- Resolution to Amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association to Purchase the Azara Patient Outreach Campaign Module, Uniform Data System Engagement, and Uniform Data System Validation and Data Mapping Services

This resolution authorizes amending Resolution #17-163 with Azara Healthcare and MPCA to purchase the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a total amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027.

5. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, and Schrauben Properties

This resolution approves proceeding to close on the following conservation easements:

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>	<u>Landowner Donation</u>
KIRKPATRICK	83.65 +/-	\$307,000.00	\$0.00
LYON 3, (Jeff and Kelly)			
RICKETTS	150 +/-	\$498,000.00	\$0.00
COCHRAN	112 +/-	\$579,000.00	\$0.00
LYON 2 (Tim and Tami)	81 +/-	\$271,000.00	\$0.00
DAYTON	109 +/-	\$390,000.00	\$0.00
SHEFF	40 +/-	\$120,000.00	\$12,000.00
SCHRAUBEN	35 +/-	\$186,000.00	\$0.00

See memo for details.

6. Equalization Department – Resolution to Authorize Participation in the 2025 Tri-County Regional Aerial Imagery Partner Agreement

This resolution authorizes participation in the 2025 Tri-County Regional Aerial Imagery agreement. This is to provide the County with 4” pixel, true color, leaf-off digital orthoimagery. Funding is available in the 2025 budget.

See memo for details.

7a. Innovation & Technology Department – Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from KnightWatch

This resolution approves a contract renewal with KnightWatch for licensing and support of the Ocularis Software, which the County utilizes for camera management and video recording.

Funding for the \$26,000 is available in the IT Network Maintenance Fund.

See memo for details.

7b. Innovation & Technology Department – Resolution to Approve Security Cameras for Grady Porter Building and Veterans Memorial Courthouse Provided by Smart Homes, Inc.

This resolution approves security camera purchases for Grady Porter and VMC from Smart Homes, Inc. Outdated cameras will be replaced and new cameras to address blind spots will be installed.

Funding is available in the County's Court Fund for the \$73,000 expense.

See memo for details.

8a. Facilities Department – Resolution to Authorize the Upgrade of the Access Control System at the Hilliard Building

This resolution authorizes an agreement with Knight Watch, Inc, to upgrade the access control system at the Hillard Building. We will be utilizing the control boards for the New Hope site, which the County vacated, to save some expenses.

Funding for the \$5,812.92 is available in the Facilities Department budget.

See memo for details.

8b. Facilities Department – Resolution to Authorize Additional Work with Smart Homes Smart Offices for Technology Upgrades at the Hilliard Building and HSB Conference Room A

This resolution approves additional funding for tech upgrades at the Hilliard Building for a security camera and HSB Conference Room A to integrate the wireless microphones into the AV system.

Funding for the \$2,432.65 expense is available in the Building Repair and Maintenance budget.

See memo for details.

8c. Facilities Department – Resolution to Authorize the Installation of a Movable Wall Between Jury Rooms 6 and 7 in the VMC Circuit Court

This resolution authorizes the installation of a movable wall between Jury Rooms 6 and 7 at the VMC Circuit Court to accommodate larger jury deliberation rooms. Laux Construction is contracted to complete the work.

Funding for the \$50,000 project is available in previous CIP projects.

See memo for details.

8d. Facilities Department – Resolution to Authorize the Installation of Acoustic Panels at Pretrial Services in the Grady Porter Building

This resolution authorizes the installation of acoustic panels at Pretrial Services at the Grady Porter Building to help absorb and block sound. Installation will be completed by DBI for a not to exceed price of \$22,038.51.

Funding is available in account #664-13099-979000-22F20.

See memo for details.

8e. Facilities Department – Resolution to Authorize a Service Agreement with Hedrick Associates for the Sewage Pump Replacement Project at the Veterans Memorial Courthouse

This resolution authorizes a service agreement with Hedrick Associates to replace the sewage pump at VMC. Total cost for the project is \$17,950.

Funding is available in the 2024 Building Repair and Maintenance budget.

See memo for details.

9a. Human Resources Department – Resolution to Approve Modifications to the 2022 - 2024 Managerial and Confidential Employee Personnel Manual for 2025 – 2027

This resolution approves modifications to the Managerial and Confidential Employee Personnel Manual for 2025-2027. The MCs are the County's non-union staff. Typically, compensation increases in the MC group match what is provided for the County's union groups. The three-year compensation increase is proposed at 3%, 3%, and 4% for years 2025-2027.

See memo for details.

9b. Human Resources Department – Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP Corrections Unit

This resolution approves the 2025-2027 collective bargaining agreement with the CCLP Corrections Unit.

See memo for details.

9c. Human Resources Department – Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP Command Unit

This resolution approves the 2025-2027 collective bargaining agreement with the CCLP Command Unit.

See memo for details.

9d. Human Resources Department – Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 214 Assistant Public Defenders Unit

This resolution approves the 2025-2027 collective bargaining agreement with the Teamsters Local 214 Assistant Public Defenders Unit.

See memo for details.

9e. Human Resources Department – Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 243 Zoo Supervisory Unit

This resolution approves the 2025-2027 collective bargaining agreement with the Teamsters Local 243 Zoo Supervisory Unit.

See memo for details.

10. Sheriff's Office – Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2025 Ingham Regional Active Violence Preparedness Training Program

This resolution accepts MCOLES grant funds in the amount of \$71,903.21 for Active Violence Preparedness Training for the Sheriff's Office. The grant funds, which are matched by an in-kind amount of \$23,967.74, are for personnel wages, equipment, supplies, and operating expenses. The grant timeline is January 1, 2025 – December 31, 2025.

See memo for details.

11a. Controller's Office – Request to Approve General Fund Positions

This memo requests filling the following vacant GF positions:

- Friend of Court
 - Position 142023 – Senior Enforcement Specialist – Exempt
 - 66% Federal Cooperative Reimbursement Program Funded/33% General Fund
- Health Department
 - Position 60135 – Nurse Practitioner, Eastern Community Center – Exempt
 - 78% MDHHS Child and Adolescent Health Center Program funded/22% General Fund
- Human Resources
 - Position 226008 – HR Assistant – Exempt
- Animal Control
 - Position 421016 – Animal Control Shelter Clerk – Exempt
- County Clerk
 - Position 215007 – Vacant County Clerk – Exempt

See memo for details.

11b. Controller's Office – Resolution to Approve a Paid Parental Leave Policy

This resolution approves a paid parental leave policy providing up to 12 weeks (60 days/480 hours), prorated according to assigned FTE, of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

See memo for details.

11c. Controller's Office – Resolution to Amend Resolutions #22-212 And #23-564 and to Allocate Remaining ARPA Funds by December 31, 2024

This resolution finalizes our ARPA allocations by allocating unspent funds in the amount of \$351,412.51 and reallocating \$415,000 in unused fiber engineering/construction funds that were approved via Resolution #23-564.

The allocations requested are:

- \$13,000 COVID Sick Leave – this will get us through the end of the program, 12/31/2024
- \$753,412.51 for the Visiting Judge Program

See memo for details

11d. Controller's Office – Resolution authorizing Adjustments to the 2024 Ingham County Budget

This resolution authorizes the Controller to make the necessary transfers to adjust revenues and expenditures the various funds.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: November 19, 2024
SUBJECT: Resolution Authorizing 2025 Agreements for Community Agencies

For the meeting agendas of December 2 and December 4

BACKGROUND

Attached is the resolution approving community agency funding for FY 2025. Each application was evaluated making the “meeting basic needs” criteria a priority as approved in Board of Commissioners Resolution #24-274.

ALTERNATIVES

If these agencies did not receive funding from the County they would be forced to identify alternative sources of funding for these programs. This may prove difficult in times of greater need during the pandemic.

FINANCIAL IMPACT

For 2025, fifty (50) applications were received, requesting a total of \$750,821; and \$200,000 is included in the 2025 budget for community agency funding. Below is a summary of the funding guidelines and calculations that have shaped these recommendations:

- **Maximum Grant Award:** No application will receive more than \$5,000 for the 2025 grant cycle.
- **Funding Consistency with 2024:** Each organization is funded at the same level as was granted in 2024, or \$5,000, whichever is less.
- **Direct Services Focus:** All recommended funding is directed primarily toward direct services, with a few noted exceptions.
- **Exceptions:**
 - **Funding Adjustments:** Minimum amounts were adjusted to cover the total cost of direct services proposed, up to the \$5,000 cap.
 - **Indirect Support for Direct Services:** Funding adjustments include coverage for essential expenses such as rent, utilities, and specific personnel (e.g., school counselors, telephone, and internet for crisis hotlines), where necessary to deliver the direct service.

If the resolution is approved, additional funds beyond what is included in the budget could be utilized from the 2025 contingency fund.

An email containing the applications of each agency will be sent to you. Please review those prior to the meeting, as they will provide helpful information for your discussions.

OTHER CONSIDERATIONS

None.

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 2025 AGREEMENTS FOR COMMUNITY AGENCIES

WHEREAS, the 2025 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2025 budget includes \$200,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #24-274.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2025 through December 31, 2025, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$24,650 from the 2025 contingency fund to the community agency fund.

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

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
Advancement Corporation	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Advent House Ministries	Provides food, shelter, and advocacy services for unhomed and poverty-stricken	\$18,250.00	\$18,750.00	\$5,000.00		
Allen Neighborhood Center	Provides information, referral & advocacy services, bread and produce, and farm/garden education to those in need	\$2,500.00	\$5,000.00	\$3,500.00		
Alpha Chi Boule Foundation	Provides a series of workshops and seminars focusing on healthy equity, financial literacy, entrepreneurship, and wellness practices	\$0.00	\$15,000.00	\$5,000.00		
Big Brothers Big Sisters	Provides adult volunteer mentors to youth who face academic, behavioral, social, and/or emotional challenges	\$9,375.00	\$23,750.00	\$3,200.00		
Boy Scouts	Provides a social, structured extra-curricular program for youth, funding membership, accident/sickness insurance for youth parnters, and liability insurance for community partners, program supplies, day camps, and advancement awards	\$3,250.00	\$3,250.00	\$5,000.00		
Boys & Girls Club	Provides lunch to youth ages 7-18 at the Boys & Girls Club during summer and snacks to youth after school	\$5,200.00	\$5,200.00	\$5,000.00		
Cardboard Prophets	N/A	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Area District Libraries	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Area Housing Partnership - Ballentine	Provides project-based vouchered housing and case management to low-income families and individuals who are homeless, disabled, and/or survivors of domestic violence	\$2,230.00	\$8,000.00	\$5,000.00		
Capital Area Housing Partnership - Home for Good	Provides structured support housing for low-income families and individuals who are homeless, disabled, and/or survivors of domesti voilence	\$0.00	\$10,000.00	\$0.00		
Capital Area Housing Partnership - Homeless Families	Provides structured support housing for low-income families who are homeless, disabled, and/or survivors of domesti voilence	\$2,500.00	\$10,000.00	\$5,000.00		
Capital Area Housing Partnership - Tuesday Toolmen	Provides free home repairs and modifications to help people remain safely in their homes	\$8,750.00	\$9,000.00	\$5,000.00		
Capital Area Housing Partnership - Walnut Manor	Provides structured support housing for low-income families and individuals who are homeless and with special needs requirements	\$9,000.00	\$9,000.00	\$5,000.00		
CASA for Kids	Provides specialized training and support to CASA volunteers to equip youth with the tools needed for adulthood and are at risk of agin out of the fostercare system	\$5,000.00	\$6,000.00	\$1,500.00		
Child & Family Charities - Gateway	Provides support services to youth starting their new homes in eith youth housing programs or youth moving out of shelters and into unsubsidized housing	\$19,125.00	\$22,000.00	\$5,000.00		
Community Mental Health	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cristo Rey Community Center - Community Kitchen	Provides prepared daily meals to those in need, including two hot and nutritious meals Monday - Friday to those in need	\$10,270.00	\$10,500.00	\$5,000.00		
Cristo Rey Community Center - Food Access	Provides a food pantry once/month by appointment for community memebbers and a bread rack daily for those in need	\$5,000.00	\$9,500.00	\$5,000.00		

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
Cristo Rey Community Center - Prescription Assistance	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Cristo Rey Community Center - Refugee Housing	Provides refugees with one month's rent or utility assistance when in crisis	\$0.00	\$15,000.00	\$5,000.00		
DAP Service and Resources	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Davies Project	Provides free rides to all kinds of medical care for seriously ill children, prenatal and postnatal care for expecting/new moms, and to the neonatal intensive care unit for new parents	\$0.00	\$25,000.00	\$5,000.00		
Eastside Community Action Center	Provides a food pantry with nutritious meal ingredients to those experiencing food insecurity and lightly-worn clothing to anyone in need	\$5,000.00	\$40,000.00	\$5,000.00		
Elite Focus Enterprise	Expands housing stability services by acquiring temporary emergency housing support, subsidizing rent for low-income families, and enhancing food and clothing support services; also educates youth and young adults on tenancy rights and responsibilities	\$0.00	\$25,000.00	\$5,000.00		
Epicenter of Worship Church	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
EVE, Inc.	N/A	\$9,300.00	\$0.00	\$0.00	\$0.00	\$0.00
Footprints	Provides shoes to anyone going to school in the fall for free to any child in need at the annual Kickz-for-Kidz event	\$5,000.00	\$10,000.00	\$5,000.00		
Greater Lansing Food Bank - Garden Project	Provides home and community garden support for low- to moderate-income residents to help them grow their own food	\$10,000.00	\$10,000.00	\$5,000.00		
Greater Lansing Food Bank - Care Kits	N/A	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Grit, Glam, and Guts	N/A	\$3,350.00	\$0.00	\$0.00	\$0.00	\$0.00
Habitat for Humanity	Provides accessibility ramps, critical home repairs, neighborhood revitalization, and new and rehabbed homes to those in need	\$15,312.00	\$25,000.00	\$5,000.00		
Haven House	Provides food and shelter to families in need	\$15,000.00	\$30,000.00	\$5,000.00		
Helping Women Period	Provides First Period Kits to 4th & 5th grade students in need throughout Ingham County	\$5,000.00	\$17,500.00	\$5,000.00		
Holt Community Food Bank	Provides non-perishable and fresh food items to families in need	\$5,000.00	\$30,000.00	\$5,000.00		
Holy Cross Services	Provides day/night shelter, lunches, and snacks to homeless; also provides housing case management initiation services	\$15,000.00	\$30,000.00	\$5,000.00		
ICHANGE	N/A	\$6,100.00	\$0.00	\$0.00	\$0.00	\$0.00
Lansing Area AIDS Network	Provides funding for gaps in Ryan White Part B and Housing Opportunities funding for individuals with HIV, including issues regarding immigration/refugee concerns, SUD treatment, criminal justice issues, affordable housing, domestic violence, and medical co-morbidities	\$6,250.00	\$10,000.00	\$5,000.00		
Lansing School District	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Larry Mitchell Trice Community Outreach Services	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Lelie Outreach	N/A	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
Listening Ear	Provides internet and phone service to power Listening Ear's all-volunteer crisis hotline	\$2,000.00	\$3,100.00	\$3,100.00		
Loads of Love	N/A	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Mason Community Services	Provides food resources, clothing, shelter, transportation, laundry assistance, tax assistance, and education classes	\$18,250.00	\$25,000.00	\$5,000.00		
MSU Safe Place	Provides food, basic needs supplies, and advocacy assistance funds to survivors of domestic violence and stalking, including their minor children	\$12,500.00	\$15,000.00	\$5,000.00		
NorthWest Initiative	Provides wrap-around needs, resources, and services with a focus on basic needs for individuals leaving incarceration as well as Trauma-Informed Peer Mentors and Restorative Justice circles	\$6,250.00	\$12,000.00	\$5,000.00		
One Love Global	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Open Arms Link	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Our Savior Lutheran	Provides food and personal care items to individuals with mental health concerns, homelessness, and veterans; will also provide new flooring and paint for the building	\$5,000.00	\$10,000.00	\$5,000.00		
Particular Council of Lansing Society of Saint Vincent De Paul	Provides food, clothing, and shelter for those experiencing acute financial distress	\$0.00	\$40,000.00	\$5,000.00		
Peckham, Inc.	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pilgrim Congregational United Church - Love Layette Program	N/A	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
Pilgrim Congregational United Church - Meals to Go	N/A	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Pilgrim Congregational United Church - Small Children's Closet	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Punks With Lunch	Provides food assistance through a project coordinator, fuel costs for picking up donations & restocking food pantries, and will provide participants with bus tokens for increased access to the pantries	\$5,000.00	\$14,000.00	\$2,500.00		
Refugee Development Center - BRIDGES	Provides food and clothing distribution, outreach & referral services with language support, and open entry/open exit survival English class	\$15,312.00	\$20,000.00	\$5,000.00		
Refugee Development Center - Newcomer Navigation	Provides health and housing navigation services to clients from choosing services to interaction to interpretation of services	\$5,000.00	\$10,000.00	\$5,000.00		
RSVP	Provides training, monitoring, and reimbursement mileage for volunteers who provide medical driving for seniors in Ingham County and social calls to clients by phone 2/week to daily as needed	\$6,250.00	\$15,000.00	\$5,000.00		
Rural Family Services	Provides rental assistance to help keep families in their homes	\$9,000.00	\$14,000.00	\$5,000.00		
Salvation Army	Provides paper & food products to stock the Salvation Army Community Kitchen food menus	\$5,000.00	\$10,000.00	\$5,000.00		
Sleep in Heavenly Peace, Inc.	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
South Lansing Ministries	Provides supplement to their food pantry items with purchases through the GLFB	\$5,000.00	\$10,000.00	\$5,000.00		

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
South Side Community Coalition	Provides food, nutrition, and health care programs, including healthy snacks for their afterschool and camps programs, food during holiday breaks, senior luncheons & nutrition programs, and holiday food baskets and community wide food distribution programs	\$3,250.00	\$7,500.00	\$3,250.00		
Southside Community Kitchen	Provides necessary ingredients in meals that are unavailable from donated sources, such fresh fruits and veggies, meat, dairy, oils, baking items, coffee, tea, etc.	\$1,000.00	\$5,000.00	\$1,000.00		
Stockbridge Community Outreach	Provides Milk Bucks for families that are eligible to obtain 1-2 gallons of milk per month at participating gas stations or markets in town due to lack of a general grocery store in the area	\$5,625.00	\$8,271.00	\$5,000.00		
St. Vincent Catholic Charities	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Turning Point Lansing	Provides food, clothing, and other basic needs as necessary but focuses on emotional and relationship needs of young men and their families through mentorship including group and individual discussion, heads on experience education, and recreational and informal relationships through trust, academic support, and professional emotional development	\$12,500.00	\$50,000.00	\$5,000.00		
TWIGS	Provides rent for a central location with office space for the board, director and volunteers to provide everyday tasks for cancer patients including rides to appointments, yard care, errands, and house cleaning	\$5,000.00	\$5,000.00	\$5,000.00		
United Way of South Central Michigan - CapCAN	Provide a local match for state and federal funds allocated for 9 AmeriCorps members serving as college advisers in Ingham County high schools	\$10,000.00	\$10,000.00	\$5,000.00		
United Way of South Central Michigan - Power of We	N/A	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Voices of Color	N/A	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
WAI-IAM - Care Unit	Provides bedding, pillow, towels, fresh food, backpacks with folder, pen, notebook, and toiletries for substance use recovery service for individuals entering the RISE Program	\$9,500.00	\$9,500.00	\$5,000.00		
WAI-IAM - RISE Recover Community	Provides basic needs for recovery housing including utilities, household supplies, and kitchen supplies	\$5,000.00	\$5,000.00	\$5,000.00		
Women's Center of Greater Lansing	Provides renovations to the Career Boutique through new clothing racks, mannequins, mirrors, and display cases as well as the inventory management system and new professional attire for women who are preparing for job interviews, starting new jobs, or seeking to advance in their careers, including survivors of domestic violence and those transitioning from unemployment or underemployment	\$5,000.00	\$15,000.00	\$4,000.00		

Organization	Program	2024 Amt. Received	2025 Grant Request	2025 Controller Recommendation	2025 Human Services Recommendation	2025 Finance Recommendation
YMCA	Provides fresh fruits and veggies and support staff to the Healthy Living Mobile Kitchen feeding Program that serves free feeding services to those in need in the community	\$2,500.00	\$5,000.00	\$2,500.00		
		\$430,049.00	\$750,821.00	\$224,650.00	\$0.00	\$0.00

TO: Board of Commissioners Human Services and Finance Committees

FROM: Lindsey McKeever, Fairgrounds Events Director

DATE: November 19, 2024

SUBJECT: Resolution to Authorize the Purchase of Jack O' Lanterns Unleashed for the Ingham County Fairgrounds

BACKGROUND

The Fairgrounds has produced Jack O' Lanterns Unleashed every October since 2021. In order to produce the event, the show assets were rented from Debbi Katz Productions. The term of the rental expires in 2024. Therefore, it is necessary to purchase the show assets from Debbi Katz Productions to continue producing the show. The cost to purchase the show from Debbi Katz Productions is \$50,000 contingent upon \$65,000 in show enhancements for a total of \$115,000. The funding is available in the 2025 hotel/motel fund

ALTERNATIVES

The alternative is to not purchase the show assets and return the rented items back to Debbi Katz Productions.

FINANCIAL IMPACT

This purchase will be made in 2025.

The purchase of the show assets and enhancements as well as advertising will be funded through hotel/motel revenue, therefore not impacting the Fair's operating budget.

Budget adjustments will need to be completed in the 2025 budget to accommodate the expenses and revenues associated with the event. The expenses include contractual services for the setup and breakdown of the event, supplies such as lumber, paint, electrical equipment, new speakers, souvenirs, food and alcohol, other miscellaneous supplies and event needs as well as staffing. Revenues include food concessions, advance admissions, on site admissions, commercial vendors and miscellaneous revenues collected from the sale of merchandise, souvenirs and other activities during the event. The costs associated with the setup and breakdown of the event in contractual services should be transferred from the hotel/motel fund for 2025.

The average revenue collected in the first four years of the event was \$171,300. The estimated revenue for 2025 is \$175,000.

Expenses (estimates)	Min	Max
Setup*	\$ 30,000.00	\$ 35,000.00
Breakdown*	\$ 10,000.00	\$ 25,000.00
Electrical	\$ 2,000.00	\$ 4,000.00
Lumber	\$ 2,500.00	\$ 5,000.00
Paint	\$ 1,000.00	\$ 2,000.00
Speakers	\$ 1,000.00	\$ 2,000.00
Propane for heaters	\$ 1,000.00	\$ 2,000.00
Heaters (additional)	\$ 500.00	\$ 600.00
Misc. Supplies	\$ 8,000.00	\$ 10,000.00
Equipment Rental	\$ 5,000.00	\$ 10,000.00
Conex Container (2026)	\$ 3,000.00	\$ 5,000.00
15% Contingency	\$ 9,600.00	\$ 15,090.00
Revenue Generating Expenses**	\$ 10,000.00	\$ 10,000.00
Staffing	\$ 18,000.00	\$ 22,000.00
Total	\$ 101,600.00	\$ 147,690.00

* The costs associated with the setup and breakdown of the event in contractual services should be transferred from the hotel/motel fund for 2025, therefore not impacting the operating budget.

** Souvenir cups, donuts, cider, glow toys, other merchandise

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective providing recreational opportunities.

OTHER CONSIDERATIONS

Beginning in 2026, the Fairgrounds will need to purchase additional scenes and show enhancements from Debbi Katz Productions in order to continue keeping the show fresh and exciting. It is also likely that an additional storage container will need to be purchased in the next two or three years.

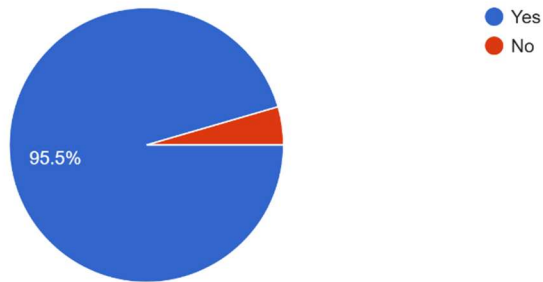
RECOMMENDATION

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

2024 Post Event Survey Results

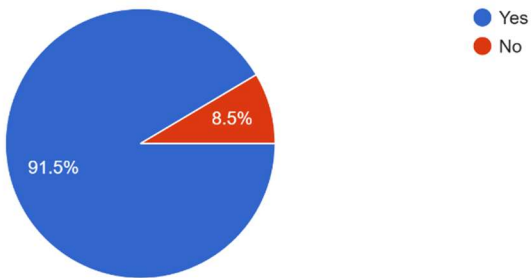
Do you think the Fairgrounds should continue to produce Jack O' Lanterns Unleashed year after year?

422 responses



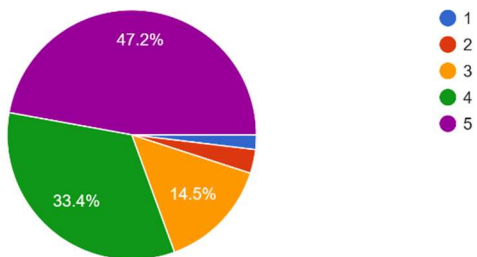
Would you recommend Jack O' Lanterns Unleashed to your family and friends?

422 responses



How would you rate your overall experience? 1 being a bad experience and 5 being a great experience.

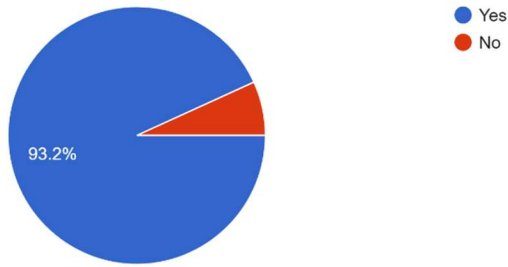
422 responses



2023 Post Event Survey Results

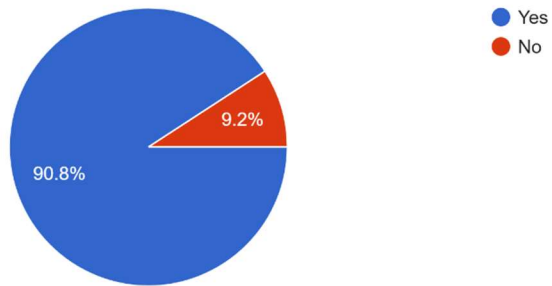
Do you think the Fairgrounds should continue to produce Jack O' Lanterns Unleashed year after year?

206 responses



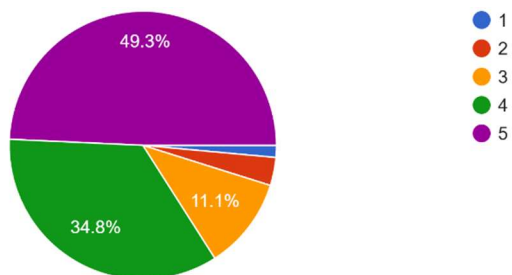
Would you recommend Jack O' Lanterns Unleashed to your family and friends?

207 responses



How would you rate your overall experience? 1 being a bad experience and 5 being a great experience.

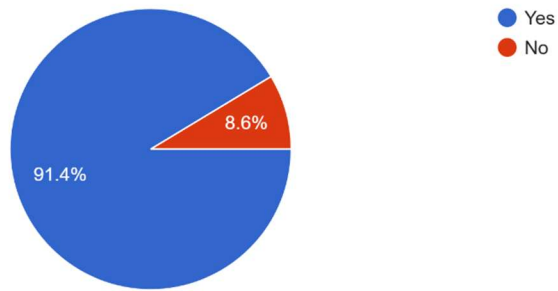
207 responses



2022 Post Event Survey Results

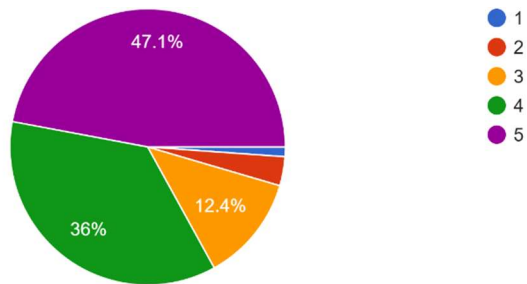
Would you recommend Jack O' Lanterns Unleashed to your family and friends?

440 responses



How would you rate your overall experience? 1 being a bad experience and 5 being a great experience.

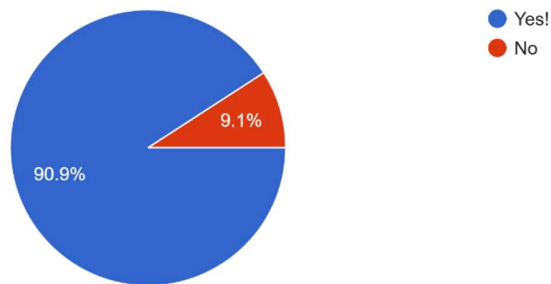
442 responses



2021 Post Event Survey Results

Would you recommend Jack O' Lanterns Unleashed to family and friends?

416 responses



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF JACK O' LANTERNS UNLEASHED
FOR THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fairgrounds hosts multiple events annually in support of the Ingham County Board of Commissioners strategic goals to provide recreational activities offered to the community; and

WHEREAS, it is necessary to bring in new and exciting events to provide an entertainment outlet for County residents, and fix the long-term structural revenue issues with the Fair; and

WHEREAS, the Ingham County Fairgrounds has rented Jack O' Lanterns Unleashed from Debbi Katz Productions since 2021 with the rental term expiring in 2024; and

WHEREAS, the rental cost for Jack O' Lanterns Unleashed is \$175,000 per year; and

WHEREAS, in 2024, Jack O' Lanterns Unleashed generated over \$199,000 in revenue; and

WHEREAS, in 2024 and all previous years, Jack O' Lanterns Unleashed operated at a deficit due in large part to the yearly rental cost; and

WHEREAS, average revenue over the previous four years was \$171,300 with a conservative estimate for 2025 of \$175,000; and

WHEREAS, estimated expenses in 2025, minus the rental cost, are \$147,690, which will generate an estimated \$23,610 surplus for the event; and

WHEREAS, the Fairgrounds receives 10% of the 230 Hotel/Motel Fund, which is roughly \$330,000 per year; and

WHEREAS, the 2025 Capital Improvement Plan Budget approved \$105,000 for Grandstand Improvements funded through the 230 Fund, which can be postponed until 2026; and

WHEREAS, utilizing the \$105,000 freed up from the postponement of the Grandstand Improvements, plus \$10,000 in Fairgrounds 230 Fund fund balance, provides the funding to purchase of Jack O' Lanterns Unleashed for \$50,000 plus improvements and enhancements of \$65,000 for a total of \$115,000; and

WHEREAS, the Fair Board supports this purchase and voted unanimously to purchase Jack O' Lanterns Unleashed for \$50,000 and \$65,000 in improvements and enhancements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of Jack O' Lanterns Unleashed for \$50,000 and the purchase of additional improvements and enhancements for \$65,000 for a total not to exceed price of \$115,000 from Debbi Katz Productions.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of \$105,000 from the 2025 230 Hotel/Motel Fund that previously approved for Grandstand Improvements to be used toward the purchase and \$10,000 in 2024 230 Hotel/Motel Fund balance for the remainder of the purchase.

BE IT FURTHER RESOLVED, that if the 2024 year-end fund balance for the 230 Fund has an insufficient balance to cover the remaining \$10,000, the General Fund will be utilized to make up the difference.

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

BE IT FURTHER RESOLVED, that the Chairperson of the 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: November 19, 2024
SUBJECT: Burchfield Park – Riverbend Natural Area Access Improvement Grant TF#23-0142
For the meeting agenda of December 2, 2024 Human Services and December 4, 2024 Finance

BACKGROUND

Board of Commissioners Resolution #23-130 authorized the submission of a Michigan Natural Resources Trust Fund Grant for accessibility improvements at Burchfield Park – Riverbend Natural Area. The Michigan Natural Resources Trust Fund recommended this project for funding. This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund Grant as Ingham County Parks successfully received this \$300,000 grant from the MDNR.

Attached is the Project Agreement, boundary map of the project area and legal description. The project will include the following improvements: remove and replacement of existing stairs/dock leading down to Grand River, remove and replace a new bridge over Peppermint Creek, new fishing pier, new 6-foot wide paths, new ADA accessible parking spaces and amenities.

ALTERNATIVES

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

FINANCIAL IMPACT

The DNR provided notice the grant will be awarded in the amount of \$300,000. This resolution authorizes the Controller/Administrator to transfer the project amount of \$300,000 from the Michigan Department of Natural Resources to line item 228-62800-967000-TR090.

A financial commitment of \$210,000 will come from previously approved Resolution #23-130.

This will be allocated to line item 228-62800-967000-TR090 for a total match to \$210,000.

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 Ingham County Parks Commission supported this resolution at their November 18, 2024 meeting.

RECOMMENDATION

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



Michigan Department of Natural Resources - Grants Management

Michigan Natural Resources Trust Fund
Development Project Agreement

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between Ingham County in the county of Ingham County, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, P.A. 451 of 1994, as amended and under Article IX, Section 35 of the Michigan Constitution. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In Public Act 135 of 2024, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE.

The purpose of this Agreement is to provide funding in exchange for completion of the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Title: Burchfield Park - Riverbend Natural Area Access Improvements Project #: TF23-0142
Grant Amount: \$300,000.00 60% PROJECT TOTAL: \$500,000.00
Match Amount: \$200,000.00 40%
Start Date: Date of Execution by DEPARTMENT End Date: 10/31/2026

As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by 12/09/2024 or the Agreement may be cancelled by the DEPARTMENT. This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it. The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

GRANTEE

SIGNED
By [Print Name]:
Title:
Organization:

DUNS Number
CV0048161
SIGMA Vendor Number SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED
By:
Grants Section Manager
Date of Execution by DEPARTMENT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiGrants, which is accessed through www.michigan.gov/dnr-grants, unless otherwise instructed by the DEPARTMENT. Primary points of contact pertaining to this agreement shall be:

GRANTEE CONTACT

Name/Title

Organization

Address

Address

Telephone Number

E-mail Address

DEPARTMENT CONTACT

MNRTF Grant Program Manager

Name/Title

Grants Management/DNR Finance & Operations

Organization

525 W. Allegan Street, Lansing, MI 48933

Address

P.O. Box 30425, Lansing, MI 48909

Address

517-284-7268

Telephone Number

DNR-Grants@michigan.gov

E-mail Address

2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number **TF23-0142** uploaded to MiGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
3. The time period allowed for project completion is from **10/10/2024** through **10/31/2026**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
4. The words "project area" shall mean the land and area described in the uploaded legal description and shown on the uploaded boundary map.
5. The words "project facilities" shall mean the following individual components, as further described in the application.

- Access Pathway 6' wide or more
- Bench(es)
- Boardwalk
- Canoe/Kayak Launch or Ramp
- Concrete Pad for Porta-john
- Fishing Pier or Dock
- Grill(s)
- Landscaping
- Paved ADA Parking Space(s)
- Picnic Table(s)
- Seawall or Shoreline Stabilization
- Signage

6. The DEPARTMENT will:

- a. grant to the GRANTEE a sum of money equal to **Sixty percent (60%) of Five Hundred Thousand dollars (\$500,000.00)**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Three Hundred Thousand dollars (\$300,000.00)**.
- b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
 - i. Payments will be made on a reimbursement basis at **Sixty percent (60%)** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
 - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website, including but not limited to copies of invoices, cancelled checks, EFTs, list of volunteer and/or force account time and attendance records.
 - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
 - iv. The final 10% of the grant amount will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Two Hundred Thousand dollars (\$200,000.00)** in local match. This sum represents **Forty percent (40%)** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. with the exception of engineering costs as provided for in Section 8, incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents.
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. **Within 180 days** following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
 - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Act, Act 453 of 1976, as amended; and the 2013 Access Board's Final Guidelines for Outdoor Developed Areas.
 - vii. Bury all new utilities within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior

expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.

- d. operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
 - e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
 - f. adopt such ordinances and/or resolutions necessary to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
 - g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.
 - h. furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable, and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color and design of this sign shall be in accordance with DEPARTMENT specifications.
 - k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2024** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
 - c. Submit a complete request for final reimbursement **within 90 days of project completion and no later than 01/31/2027**. If the GRANTEE fails to submit a complete final request for reimbursement by **01/31/2027**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.

11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.
12. The project area and all facilities provided thereon, as well as the land and water access ways to them, shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof because of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title shall not be subject to: 1) any possibility of reversion or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservation or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
 - a. Received an exemption from the DEPARTMENT before the execution of this Agreement, and
 - b. Received prior approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated _____, and
 - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
 - a. The GRANTEE agrees that lands in the project area are being acquired with MNRTF assistance and shall be maintained in public outdoor recreation use in perpetuity. No portion of the project area shall be converted to other than public outdoor recreation use without the approval of the DEPARTMENT. The DEPARTMENT shall approve such conversion only upon such conditions as it deems necessary to assure the substitution by GRANTEE of other outdoor recreation properties of equal or greater market value and of reasonably equivalent usefulness and location. Such substituted land shall become part of the project area and will be subject to all the provisions of this Agreement.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater market value, and of equal or greater usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater market value and of equal or greater usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.

18. The GRANTEE acknowledges that:
 - a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
 - c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing the project site.
19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
 - or
 - b. If any portion of the project area is a facility, documentation that Department of Environment, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.

27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:
 - a. Terminate this Agreement; and/or
 - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
 - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and Recreation Passport Grant Program; and/or
 - d. Require repayment of grant funds already paid to GRANTEE; and/or
 - e. Require specific performance of the Agreement.
29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
31. The GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
32. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
33. The DEPARTMENT shall terminate this Agreement and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Licensing and Regulatory Affairs pursuant to Public Act No. 278 of 1980.
34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
35. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.

If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the

SAMPLE RESOLUTION
(Development)

Upon motion made by _____, seconded by _____, the following Resolution was adopted:

"RESOLVED, that the _____, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the _____ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide _____ (\$_____) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN)

) ss

COUNTY OF _____)

I, _____, Clerk of the _____, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the _____ at a meeting held _____.

Signature

Title

Date

LEASE AGREEMENT

L-7391
33-8
Posted
11-9-93
mr

THIS AGREEMENT, Made this 21 day of NOVEMBER, A.D., 19 89, by and between the DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "Lessor", acting under authority of Act 320, PA 1947, and the BOARD OF INGHAM COUNTY PARK TRUSTEES, INGHAM COUNTY, MICHIGAN, a municipal corporation, hereinafter referred to as the "LESSEE",

W I T N E S S E T H:

WHEREAS, the Lessor and Lessee each own property contiguous one to the other which lies within territorial jurisdiction of the Lessee; and

WHEREAS, each of the parties hereto are desirous of providing for the Lessee to administer all of this property for recreational purposes, especially a canoe launch and fishing access site; and

WHEREAS, it is the wish of both parties to establish their obligations, one to the other, in written form,

NOW, THEREFORE, In consideration of the mutual promises and conditions hereinafter contained, it is mutually agreed as follows:

1. It is agreed by and between the parties hereto that this Lease Agreement shall be administered on behalf of the Lessor through the Recreation Division. All reports, documents, or actions required of the Lessee by this Lease Agreement shall be submitted to the Chief, Recreation Division, Department of Natural Resources, P.O. Box 30028, Lansing, Michigan 48909.

2. The use herein of the words "site" or premises" shall mean those premises situated in the Townships of Aurelius and Eaton Rapids, Counties of Ingham and Eaton and State of Michigan, more particularly described as follows:

Aurelius Township - Ingham County

Township Two (2), North, Range Two (2) West, Section Six (6): Southwest Fractional quarter (SW Fr 1-1/4) of Section Six (6), except the East 500 feet thereof, and except the West 828 feet of the East 1,328 feet of the South 550 feet thereof, and also except beginning at Southwest corner of said Section Six (6), thence, North 128.92 feet, South 85°27' East 403.9 feet, South 80°50' East 335.5 feet, Easterly 414.30 feet along an arc to the left having a radius of 5,696.7 feet, South 0°23' West 33 feet to South line of Section Six (6), North 89°37' West 1,147.3 feet to point of beginning.

Eaton Rapids Township - Eaton County

Township Two (2) North, Range Three (3) West, Section One (1): That part of the North three-quarters of East half of Southeast quarter (N 3/4 E 1/2 SE 1/4), lying East of Waverly Road, except the South 9 rods thereof.

8

3. The Lessor hereby leases to the Lessee the premises hereinbefore described for a term of ten (10) years, from and after _____, and thereafter until six (6) months after either party shall have given to the other party written notice of its intention and desire to terminate this agreement. Said notice shall be submitted to the Recreation Division on behalf of the Lessor and the Lessee will be notified prior to the expiration of the agreement.

4. The Lessee may use the demised premises for recreational boating, sport fishing, and park purposes and to provide parking for the participants in these activities and for no other purpose whatsoever except as may otherwise be provided in this Lease Agreement.

5. The Lessee may enforce it's rules and regulations on the leased property during the term of this lease.

6. The Lessee acknowledges that it has examined the site prior to the execution of this Lease Agreement and knows the condition thereof, and that there are no representations as to the condition or the state of repair thereof either express or implied other than those expressed herein. The Lessee accepts the demised premises in its condition as of the date of the execution of this Lease Agreement and agrees, at all times during the life of this Lease Agreement, to sufficiently repair, uphold, maintain, and keep the premises and appurtenances presently thereon in as good a condition as existed upon the date of execution of this Lease Agreement, reasonable wear and tear and operation of the elements excepted.

In the event the Lessee fails to maintain the premises in such order and repair as is set forth in this section, and if such repairs, replacements, or renewals shall be deemed to be necessary by the Lessor, the Lessor shall serve upon the Lessee written notice of the substandard condition of the premises and of the maintenance acts required and the Lessee shall undertake such maintenance within sixty (60) days of said written notice, provided the sixty (60) day time limit is reasonable to correct the defect. In the event the Lessor fails to undertake such specified maintenance, the Lessor shall have the right, but not the obligation, to have such maintenance undertaken and completed and the Lessee shall be liable for the cost thereof.

7. No new permanent buildings, permanent equipment, or other permanent installations may be constructed or installed on the premises by the Lessee without the express written consent of the Lessor. In the event the Lessor does consent in writing to such construction or installation, the Lessee agrees

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that the same shall become part of the property hereby let and demised and become the property of the Lessor upon expiration of this Lease.

8. No development of any nature requiring the removing of trees or vegetation or requiring the reshaping of the premises or the dredging of materials offshore thereof shall be undertaken without the advance consent of the Lessor. In the event Lessor does consent to such development, the improvements completed shall become part of the property hereby let and demised and become the property of the Lessor upon expiration of this Lease.

9. The Lessee covenants to maintain the premises in such condition as to comply with all federal, state, and local laws, which may be applicable. The Lessee further agrees to hold the Department harmless in the event the premises should be maintained in such condition as to cause the imposition of fines or other penalties upon the Department.

10. The Lessee shall purchase, maintain and provide proof of insurance protection for claims set forth below which may arise out of or result from the Lessee's operation on the subject property, whether such operations be by the Lessee or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

a. Worker's Compensation Insurance for claims under Michigan's Workers Compensation Act or other similar employee benefit act of any other state applicable to an employee, along with Employer's Liability Insurance for claims for damages because of bodily injury, occupational sickness or disease or death of an employee which worker's compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each accident;

b. Automobile Insurance for owned and non-owned motor vehicles as required by law for claims arising from ownership, maintenance or use of a motor vehicle as may be required by this lease;

c. Comprehensive General Liability Insurance, naming the State of Michigan and its several departments, commissions, boards, agencies, officers and employees as additional insureds and protecting against all claim, demands, suits, actions or causes of action and judgments, settlements or recoveries, for bodily injury or property damage arising out of a condition of the premises, or arising in connection with or as a direct or indirect result of the Lessee's use and occupancy of the said premises or its exercise of the rights and privileges hereby granted. The provisions of this paragraph shall apply to each and every such injury, death, loss and damage, however caused, whether due to claimed to be due to the negligence of the Lessee, or the negligence of the

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State of Michigan, its several departments, commissions, boards, agencies, officers, or employees, or the negligence of any other person or otherwise. This paragraph shall not, however, be construed as being applicable to liability for damages arising out of bodily injury to any person or damage to property of others resulting from the sole negligence of the State of Michigan, its departments, commissions, boards, agencies, officers or employees. The Lessee agrees to maintain minimum policy limits in the amount of One Million Dollars single limit liability for property damage and bodily injury;

d. Contractual Liability and Personal Liability Insurance for defense and settlement expenses that may arise from the Lessee's assumption of liability on behalf of the State to the extent that such kinds of contractual liability are insurable in connection with and subject to limits of liability not less than for general liability insurance set forth in paragraph c., above;

e. Medical Payments Insurance, in conjunction with Comprehensive General Liability Insurance, to pay to or for any person, other than the Lessee's employees, all reasonable medical expenses incurred within one year from the date of accidental injury arising out of a condition in the Lessee's premises or operations with respect to which the Lessee has general bodily injury liability insurance, and with limits not less than \$1,000 each person and \$5,000 each accident.

The insurance required shall be in force during the period of this lease and shall be written for not less than the limits of liability specified above. Certificates of Insurance acceptable to the Department of Natural Resources shall be delivered to the Lessor prior to the Lessee's occupancy of the premises. The certificates shall contain a provision that coverages afforded under the policies will not be modified or cancelled without at least thirty days written notice to the Department.

The Lessee may satisfy the insurance requirement by adding the State of Michigan and its several departments, commissions, boards, agencies, officers, and employees as additional insured on the existing Lessee insurance policy, as long as the above minimums are met and coverage is applicable to the leased premises.

11. Lessee agrees to reimburse Lessor for payments made by Lessor for special tax assessments levied against the property. Said payments shall be made by Lessee, which claim shall be submitted by regular mail. Failure by Lessee to promptly reimburse Lessor for said payments shall constitute a breach of this Lease Agreement and entitle Lessor to damages as outlined in Section 14 hereof.

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12. Lessee agrees that it shall not assign, transfer, or sublet this lease, wholly or partially, without the prior written consent of the Lessor. Lessee shall not permit any commercial operations of the Lessor. Lessee shall not permit any commercial operations to be located on the premises without the prior written consent of the Lessor.

13. Lessee agrees that the premises demised by this Lease shall be open to all persons on an equal basis and that Lessee will not discriminate against any person desiring to use the premises because of race, color, religion, national origin, or ancestry.

14. Lessee agrees that if it shall violate any of the covenants, agreements, or similar undertakings contained in this lease, at the discretion of Lessor the lease may be considered breached and Lessor shall have such remedies available to it as may be set forth in this lease or as are available at law. Lessor may immediately, at any time and after declaring the Lease terminated, re-enter the premises and remove all persons and property therefrom either by summary proceedings or by any suitable action or proceedings, and on such re-entry all rights of Lessee of persons or entities holding under shall end.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, the day and date first above written.

WITNESSES:

Norma J. Hanson

INGHAM COUNTY BOARD OF COMMISSIONERS

BY: [Signature]
BY: [Signature]

Notary: Sharon Rogers

County: _____

My Commission Expires SHARON ROGERS
Notary Public, Ingham County, MI
My Comm. Expires Jan. 24, 1991

WITNESSES:

Bruce Walker
Marie E. Reynolds

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

BY: Judith A. Wheeler

STATE OF MICHIGAN)

)

COUNTY OF INGHAM)

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On this, the 5th day of December, A.D., 1989, before me, a Notary Public for Eaton County, personally appeared Bruce M. Walker to me, known to be the same person described in and who executed the within instrument, who acknowledged the same to be the free act and deed of the Natural Resources Department.

Earlene F. Gann

Notary: Earlene F. Gann

County: Eaton, Acting in Ingham

My Commission Expires: 8-13-91

Prepared by: Bruce Walker
DNR-Recreation Division
Box 30028
Lansing, MI 48909

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT
FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT #TF23-0142 – RIVERBEND
NATURAL AREA IMPROVEMENTS**

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the total amount of \$300,000 for the grant application titled Burchfield Park – Riverbend Natural Area Access Improvements #TF23-0142 to the Michigan Natural Resources Trust Fund Grant for accessibility improvements throughout the Riverbend Natural Area for people of all abilities at Burchfield Park; and

WHEREAS, these improvements will include removing and replacement of existing stairs/dock leading down to Grand River, remove and replace a new bridge over Peppermint Creek, new fishing pier, new 6-foot wide paths, new Americans with Disabilities Act (ADA) accessible parking spaces and amenities; and

WHEREAS, \$210,000 in matching funds will come from the Trails and Parks Millage line item 228-62800-967000-TR090 previously approved by Resolution #23-130.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the agreement for Grant #TF23-0142 for accessibility improvements at Burchfield Park as received from the Michigan Department of Natural Resources (Department), and that the Ingham County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide two hundred and ten thousand (\$210,000) dollars to match the grant authorized by the Department.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the Department for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to make available the project amount of \$300,000 from the Michigan Department of Natural Resources Trust Fund Grant in line item 228-62800-967000-TR090.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$210,000 for the remainder of the financial commitment (Resolution #23-130) from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR090.

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: November 19, 2024
SUBJECT: Resolution to authorize a contract with Matrix Consulting Engineers, Inc. for an energy efficiency lighting study, design and recommendations within the Ingham County Parks
For the meeting agenda of December 2, 2024 Human Services and December 4, 2024 Finance

BACKGROUND

Ingham County established net-zero County operations by 2040 goal in 2021 and began working towards this goal by conducting a comprehensive energy audit of County Facilities, including County Parks Departments facilities and exterior lighting infrastructure. The energy audit evaluated the County’s energy optimization needs and informed deliberation and decisions regarding energy use and was completed in 2022. The County has been working throughout 2023 and 2024 to implement and develop implementation plans for recommendations included in the audit. Regarding Parks Department facilities and infrastructure, the Energy Audit’s recommended energy conservation measures largely included upgrading exterior lighting fixtures to Light Emitting Diodes (LEDs). The Board of Commissioners approved funding for an energy efficiency lighting study within the Ingham County Parks in the 2024 budget, this is the first phase of that outcome.

ALTERNATIVES

The alternative is not to complete the study, design and recommendations.

FINANCIAL IMPACT

Matrix Consulting Engineers, Inc., a registered-local vendor, was the lowest responsive bid and was scored the highest by staff in compliance with the Ingham County Purchasing Policy. The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Matrix Consulting Engineers, Inc. for the base bid \$15,450, and a contingency not to exceed \$3,550 for a total not to exceed \$19,000. The remaining funds in this CIP line will be utilized for the first phase of implementation of upgrades and replacements of efficient lighting determined by the study. There are funds available in line item 228-75999-973190-24P07.

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 November 18, 2024 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Matrix Consulting Engineer, Inc.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MATRIX CONSULTING ENGINEERS, INC.
FOR AN ENERGY EFFICIENCY LIGHTING STUDY, DESIGN AND RECOMMENDATIONS
WITHIN THE INGHAM COUNTY PARKS**

WHEREAS, Ingham County has set a goal to reach net-zero carbon emissions in its operations by 2040; and

WHEREAS, Ingham County began working towards this goal by conducting a comprehensive energy efficiency lighting study within the Ingham County Parks; and

WHEREAS, the energy audit evaluated the County's every optimization needs and informed deliberation and decision regarding energy use; and

WHEREAS, the energy audit recommended energy conservation measures largely including upgrading exterior lighting fixtures to Light Emitting Diodes (LEDs); and

WHEREAS, after careful review and evaluation of the proposals received, the Staff Evaluation Committee recommends that a contract be awarded to Matrix Consulting Engineers.

WHEREAS, that there are funds available in line item 228-75999-973190-24P07.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Matrix Consulting Engineers, Inc. for the base bid in the amount of \$15,450 for an energy efficiency lighting study, design and recommendations within the Ingham County Parks.

BE IT FURTHER RESOLVED, a contingency not to exceed \$3,550 be authorized, for a total not to exceed \$19,000.

BE IT FURTHER RESOLVED, that the remaining funds in this CIP line will be utilized for the first phase of implementation of upgrades and replacements of efficient lighting determined by the study.

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: Tim Morgan, Parks Director

DATE: November 19, 2024

SUBJECT: Resolution to authorize a contract with MI Imagery for fabricating and installing main entrance signs for the Ingham County Parks Department
For the meeting agenda of December 2, 2024 Human Services and December 4, 2024 Finance

BACKGROUND

The Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for fabricating and installing new park main entrance signs throughout the Ingham County Parks system. The Parks Department will be utilizing funding from various grant projects already approved in the past.

The evaluation committee recommends that the contract be awarded to MI Imagery. It’s anticipated that all work with this project will be completed no later than May 23, 2025.

The park entrance signs to be fabricated and installed are as follows:

	Location	Cost	Upgrade to Commercial Solar Lighting	Total
1	Lake Lansing Boat Launch	\$29,968.55	\$600	\$30,568.55
2	Lake Lansing Park North	\$29,968.55	\$600	\$30,568.55
3	Lake Lansing Park South Sign 1	\$29,968.55	\$600	\$30,568.55
4	Lake Lansing Park South Sign 2	\$29,968.55	\$600	\$30,568.55
5	Hawk Island Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
6	Riverbend Natural Area	\$29,968.55	\$600	\$30,568.55
7	Burchfield Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
8	Lake Lansing South Portal Sign	\$39,981.00	1,722.50	\$41,703.50
				\$250,283.35

ALTERNATIVES

Signage is an important tool for helping people navigate and fully experience an area. Well placed entrance signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Signage is needed by Ingham County visitors and residents to navigate the area if they are unfamiliar with the area. The alternative is to not complete the project.

FINANCIAL IMPACT

The cost to replace the park’s main entrance signs throughout the Ingham County Parks system would be \$250,283.35 with a contingency not to exceed \$12,514.17 for a total not to exceed of \$262,797.52. They will be funded from three current grants and monies left over from Hawk Island Parks three grant projects millage match dollars and from Lake Lansing South pedestrian entrance upgrades (Resolution #24-495). No additional Trails & Parks millage dollars will be necessary.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their November 18, 2024 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a contract with MI Imagery.

TO: Timothy Morgan, Director, Parks Department
FROM: Kristen Romo, Director of Purchasing
DATE: July 18, 2024
RE: Memorandum of Performance for RFP No. 176-24 Fabricating and Installing Signage for the Ingham County Parks Department

Per your request, the Purchasing Department sought proposals from experienced vendors for the purpose of entering into a contract for fabricating and installing new signage throughout the Ingham County Parks system.

The scope of work includes, but is not limited to, fabricating, installing, and furnishing all necessary labor, equipment, and materials required for the complete installation of signs for Ingham County Parks Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	38	8
Vendors nonresponsive – missing forms	1	0
Vendors responding	1	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name:	MI Imagery	Praise Sign Company
Local Preference:	Yes, Lansing MI	
Bid Bond	Yes	
<i>Base Bid - Park Entrance Signs</i>	<i>Cost</i>	<i>Cost</i>
Lake Lansing Boat Launch	\$30,568.55	Nonresponsive - Missing Forms
Lake Lansing Park North	\$30,568.55	
Hawk Island Park	\$27,868.55	
Riverbend Natural Area	\$30,568.55	
Total Base Bid Cost	\$119,574.20	
<i>Alternate Bid</i>		
Bunker Road Lansing Entrance Sign	\$29,968.55	
Burchfield Park Entrance Sign	\$27,868.55	
McNamara Landing Entrance Sign	\$29,968.55	
Lake Lansing Park South Entrance Sign - Qty. 2	\$61,137.10	
Lake Lansing Park South Portal Sign	\$49,380.90 \$41,703.50*	
Total Alternate Cost	\$190,646.25	
Base Bid + Alternate Cost	\$310,220.45	
Number of Days ARO for Shipment of Signs	60-80 days	

Alternative Pricing
Structure - See Packet

*Price changes due to different options chosen, see Post-Bid Addendum 3

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH MI IMAGERY FOR FABRICATING AND INSTALLING PARK MAIN ENTRANCE SIGNS FOR THE INGHAM COUNTY PARKS DEPARTMENT

WHEREAS, the Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for fabricating and installing new park main entrance signs throughout the Ingham County Parks system; and

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

WHEREAS, the park entrance signs to be fabricated and installed are as follows:

	Location	Cost	Upgrade to Commercial Solar Lighting	Total
1	Lake Lansing Boat Launch	\$29,968.55	\$600	\$30,568.55
2	Lake Lansing Park North	\$29,968.55	\$600	\$30,568.55
3	Lake Lansing Park South Sign 1	\$29,968.55	\$600	\$30,568.55
4	Lake Lansing Park South Sign 2	\$29,968.55	\$600	\$30,568.55
5	Hawk Island Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
6	Riverbend Natural Area	\$29,968.55	\$600	\$30,568.55
7	Burchfield Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
8	Lake Lansing South Portal Sign	\$39,981.00	1,722.50	\$41,703.50
				\$250,283.35

;and

WHEREAS, the funds for this contract are allocated in the Trails and Parks Millage funds under the appropriate project lines.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with MI Imagery for a cost of \$250,283.35 with a contingency not to exceed \$12,514.17 for a total not to exceed of \$262,797.52 for the following signs:

	Location	Cost	Upgrade to Commercial Solar Lighting	Total
1	Lake Lansing Boat Launch	\$29,968.55	\$600	\$30,568.55
2	Lake Lansing Park North	\$29,968.55	\$600	\$30,568.55
3	Lake Lansing Park South Sign 1	\$29,968.55	\$600	\$30,568.55
4	Lake Lansing Park South Sign 2	\$29,968.55	\$600	\$30,568.55
5	Hawk Island Park (Hardwire)	\$27,868.55	N/A	\$27,868.55
6	Riverbend Natural Area	\$29,968.55	\$600	\$30,568.55
7	Burchfield Park (Hardwire)	\$27,868.55	N/A	\$27,868.55

8	Lake Lansing South Portal Sign	\$39,981.00	1,722.50	\$41,703.50
				\$250,283.35

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: November 19, 2024
SUBJECT: Amendment to the contract with Spicer Group, Inc. for Burchfield cabins – Land and Water Grant scope change
 For the meeting agenda of December 2, 2024 Human Services and December 4, 2024 Finance

BACKGROUND

The County received a 2021 Land and Water Conservation Fund grant from the Michigan Department of Natural Resources for improvements at Burchfield Park. The Purchasing Department solicited proposals for prime professional services. The Board of Commissioners approved Resolution #22-522 authorizing a contract with Spicer Group, Inc. for prime professional services for various projects. Due to a scope change with grant #26-01860 (Burchfield Park – McNamara Landing), the Ingham County Parks Department would like to amend the contract with Spicer Group, Inc. for their continued services to implement this scope change.

ALTERNATIVES

The alternative is to not do the project and give back the \$500,000 to the Department of Natural Resources.

FINANCIAL IMPACT

Original Resolution # authorizing funding	Soil Borings	Previous contract amount for prime professional services	Total of previous contract before contingency	Contingency	Additional requested amount	Amended contract amount
#22-433	\$14,200	\$45,600	\$59,800	\$6,840	\$104,900	\$171,540

Line Item: 228-62800-967000-TR089

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 November 18, 2024 meeting.

RECOMMENDATION

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

PRELIMINARY ESTIMATE OF COST
BURCHFIELD - McNAMARA CABINS/PATH (Asphalt Path)
INGHAM COUNTY, MICHIGAN

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	\$9,900.00	\$9,900.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$12,500.00	\$12,500.00
3.	1,300	Cu. Yds.	Site Preparation/Excavation/Rough Grading	\$60.00	\$75,500.00
4.	1	Lump Sum	Site Clearing	\$28,500.00	\$28,500.00
5.	1	Lump Sum	Removal of Existing Boat Dock (by County)	\$0.00	\$0.00
6.	210	Tons	Path, HMA, 2.5" depth, 8' wide	\$200.00	\$42,000.00
7.	1,460	Sq. Yds.	Crushed Limestone, C.I.P., 8" depth	\$20.00	\$29,200.00
8.	240	Lin. Ft.	12" RCP Culverts	\$100.00	\$24,000.00
9.	3	Each	Cabin, approx 400 SF, w/ aggregate pad, including furnishings	\$65,000.00	\$195,000.00
10.	1	Lump Sum	Solar Power & Equipment	\$75,000.00	\$75,000.00
11.	1	Lump Sum	Restroom Renovations (include shower)	\$120,000.00	\$115,000.00
12.	3	Each	Picnic Table, ADA	\$3,500.00	\$10,500.00
13.	3	Each	Fire Pit	\$1,500.00	\$4,500.00
14.	2	Each	Swing Gates	\$3,750.00	\$7,500.00
15.	2,100	Sq. Ft.	Concrete Paving, 4", non-reinforced	\$22.00	\$46,200.00
16.	1	Lump Sum	Dock with Boat Slips	\$100,000.00	\$100,000.00
17.	75	Lin. Ft.	Mobi-Mat (installed by County)	\$100.00	\$4,000.00
18.	1	Lump Sum	Landscaping (Native Plants)	\$21,000.00	\$21,000.00
19.	1	Lump Sum	Site Restoration & Cleanup	\$24,800.00	\$24,800.00
20.	1	Each	DNR Recognition Plaque	\$400.00	\$400.00
21.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$9,800.00
SUBTOTAL					\$835,300.00
Engineering					
Topographical Survey					\$7,500.00
Geotechnical					\$7,500.00
Final Design					\$54,700.00
Permitting					\$12,000.00
Bidding					\$2,500.00
Grant Administration					\$2,200.00
Construction Administration					\$18,500.00
Amount Spent to Date					\$59,800.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$1,000,000.00

9/12/2024

P:\Proj2022\133105A-2022 - Ingham Co - Burchfield Cabins Trail\Design\Preliminary Estimate of Costs\PEC_NewLocation



**PRELIMINARY ESTIMATE OF COST
BURCHFIELD - CABINS/PATH
INGHAM COUNTY, MICHIGAN**

Est. Qty.	Unit	Description	Amount
1	Lump Sum	PERMITS	\$9,900.00
1	Lump Sum	TRAIL 8' WIDE OR MORE	\$164,300.00
1	Lump Sum	CABIN(S)	\$249,200.00
1	Lump Sum	FISHING PIER OR DOCK	\$111,200.00
4	Lump Sum	CANOE/KAYAK LAUNCH OR RAMP	
1	Lump Sum	PICNIC TABLE(S)	\$29,500.00
1	Lump Sum	FIRE PIT(S)	\$23,500.00
1	Lump Sum	LANDSCAPING	\$45,800.00
1	Lump Sum	SIGNAGE	\$400.00
1	Lump Sum	UTILITIES	\$75,000.00
1	Lump Sum	RESTROOM BUILDING	\$115,000.00
1	Lump Sum	FENCING	\$7,500.00
1	Lump Sum	BEACH ACCESS MAT	\$4,000.00
SUBTOTAL			\$835,300.00
Engineering			\$164,700.00
TOTAL PRELIMINARY ESTIMATE OF COST			\$1,000,000.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #22-522 TO AMEND THE CONTRACT WITH SPICER GROUP, INC. FOR BURCHFIELD CABINS – LAND AND WATER GRANT SCOPE CHANGE

WHEREAS, the Ingham County Board of Commissioners previously approved Resolution #22-522, authorizing a contract with Spicer Group, Inc. for prime professional services; and

WHEREAS, an amendment to the scope of work is required for the Department of Natural Resources Land and Water grant #26-01860; and

WHEREAS, continued professional services are necessary to implement the revised scope of work associated with this grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves authorizes an amendment to the contract with Spicer Group, Inc. to increase the contract amount by \$104,900, for a total amended contract value of \$213,400 to provide prime professional services including those services related to the updates at Burchfield Park cabins (McNamara Landing).

BE IT FURTHER RESOLVED, all other terms and conditions of Resolution #22-522 remain in effect.

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 Commissioner’s Human Services and Finance Committees

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

DATE: November 12, 2024

SUBJECT: FY25 State of Michigan Master Agreement Amendment #1

For the Meeting Agendas of December 2, 2023 and December 4, 2023

BACKGROUND

Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmit State and Federal funds to Ingham County to support public health programs. The Board of Commissioners (BOC) approved the 2024 – 2025 Master Agreement through Resolution #24-452.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this increased support will increase the FY '25 original grant agreement from \$9,194,461 to \$9,992,117 an increase of \$797,656. The revised resolution makes the following specific changes to the budget:

- Family Planning Services Program: increase of \$350,000 from \$492,168 to \$842,168
- Hearing - East Lansing Public High School (ELPHS): increase of \$67,828 from \$67,809 to \$135,637
- HIV Prevention-Forest Community Health: decrease of \$37,000 from \$137,000 to \$100,000
- Nurse Family Partnership Services: increase of \$91,316 from \$788,300 to \$879,616
- Oral Health-Kindergarten Assessment: increase of \$27,563 from \$67,273 to \$94,836
- Public Health Emergency Preparedness October 1 to June 30: increase of \$4,594 from \$113,318 to \$117,912
- Regional Perinatal Care System: increase of \$175,526 from \$305,155 to \$480,681
- Vision ELPHS: increase of \$67,829 from \$67,808 to \$135,637
- Local Health Department (LHD) Sharing Support: increase of \$50,000 from \$0 to \$50,000

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2024 through September 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2023 – 2024 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

WHEREAS, the responsibility from protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health and Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2024-2025 Master Agreement authorized in Resolution #24-452; and

WHEREAS, MDHHS has proposed Amendment #1 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2024-2025 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process.

BE IT FURTHER RESOLVED, that the period of agreement shall be October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$9,194,461 to \$9,992,117 an increase of \$797,656.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

Family Planning Services Program: increase of \$350,000 from \$492,168 to \$842,168
Hearing - East Lansing Public High School (ELPHS): increase of \$67,828 from \$67,809 to \$135,637
HIV Prevention-Forest Community Health: decrease of \$37,000 from \$137,000 to \$100,000
Nurse Family Partnership Services: increase of \$91,316 from \$788,300 to \$879,616
Oral Health-Kindergarten Assessment: increase of \$27,563 from \$67,273 to \$94,836
Public Health Emergency Preparedness October 1 to June 30: increase of \$4,594 from \$113,318 to \$117,912
Regional Perinatal Care System: increase of \$175,526 from \$305,155 to \$480,681
Vision ELPHS: increase of \$67,829 from \$67,808 to \$135,637
Local Health Department (LHD) Sharing Support: increase of \$50,000 from \$0 to \$50,000

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2025 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED that the Health Officer, Dr. Adenike Shoyinka. MD, MPH, or her designee, is authorized to submit the 2024-2025 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners' Human Services and Finance Committees

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

DATE: October 17, 2024

SUBJECT: Authorization to Accept MDHHS Family Planning Funds
For the Meeting Agendas of December 2 and December 4, 2024

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept additional Michigan Department of Health & Human Services (MDHHS) Family Planning funding effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000. This funding is considered "Performance Pay" to recognize efforts in meeting or exceeding performance caseload targets from the Calendar Year 2023.

ALTERNATIVES

If we do not authorize this resolution, we will be unable to accept the funds.

FINANCIAL IMPACT

This Family Planning FY25 grant funding of \$350,000, along with the Family Planning FY25 allocation of \$492,168 will bring the year's total allocation total to \$842,168.

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 an agreement with MDHHS to accept funds from MDHHS for Family Planning effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
FY2025 FAMILY PLANNING FUNDS**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept additional Michigan Department of Health & Human Services (MDHHS) Family Planning funding effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000; and

WHEREAS, this funding is considered "Performance Pay" to recognize efforts in meeting or exceeding performance caseload targets from Calendar Year 2023; and

WHEREAS, the grant amount detailed in the agreement for the delivery of family planning services will be available January 1, 2025 through September 30, 2025 in the amount of \$350,000 and is included in the FY 2025 CHC Operating Budget; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting MDHHS funds to enhance and expand access family planning services, effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes accepting MDHHS funds to enhance and expand access family planning services, effective January 1, 2025 through September 30, 2025 in an amount not to exceed \$350,000.

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

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

TO: Board of Commissioners' Human Services and Finance Committees

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

DATE: October 18, 2024

SUBJECT: Authorization to Accept Funding from the Office of Refugee Resettlement
For the Meeting Agendas of December 2 and December 4, 2024

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept \$497,130 per year in funding from the Office of Refugee Resettlement (ORR), effective September 30, 2024 through September 29, 2028. These funds will be used to support the successful resettlement and integration of trauma-affected refugees and other Ingham County residents eligible for ORR refugee program services. Recipients will provide holistic and integrated trauma assistance services to underserved refugees and other eligible newcomers, including case management, health, psychological, and social adjustment services.

ALTERNATIVES

By not entering into this agreement, ICHD would forfeit critical health care services provided to trauma-affected refugees within Ingham County.

FINANCIAL IMPACT

This agreement will be covered by the STAR Project budget in an amount not to exceed \$497,130 per year, totaling \$1,988,520 by the end of the grant project (September 29th 2028).

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 accepting \$497,130 in funding per year from ORR for the successful resettlement and integration of trauma-affected refugees and other eligible Ingham County residents for the ORR refugee program services, effective September 30, 2024 through September 29, 2028.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDS FROM THE OFFICE OF REFUGEE RESETTLEMENT FOR
THE STAR GRANT PROGRAM**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to accept \$497,130 in funding per year from the Office of Refugee Resettlement (ORR), effective September 30, 2024 through September 29, 2028; and

WHEREAS, these funds will be used to support the successful resettlement and integration of trauma-affected refugees and others eligible for ORR refugee program services; and

WHEREAS, recipients will provide holistic and integrated trauma assistance services to underserved refugees and other eligible newcomers, including case management, health, psychological, and social adjustment services; and

WHEREAS, there is no cost associated with this resolution; and

WHEREAS, the Ingham Community Health Center's Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting funds from ORR, effective September 30, 2024 through September 29, 2028 in an amount not to exceed \$497,130 per year, totaling \$1,988,520 by the end of the grant project (September 29, 2028).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funds from ORR, effective September 30, 2024 through September 29, 2028 in an amount not to exceed \$497,130 per year, totaling \$1,988,520 by the end of the grant project (September 29, 2028).

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

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

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

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

DATE: November 7, 2024

SUBJECT: Authorization to Amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association to Purchase the Azara Patient Outreach Campaign Module, Uniform Data System Engagement and Uniform Data System Validation, and Data Mapping Services

For the Meeting Agendas of December 2 and December 4, 2024

BACKGROUND

Ingham County Health Department’s (ICHD) Ingham Community Health Centers (IHCs) wish to amend Resolution #17-163 with Azara Healthcare through the agreement with the Michigan Primary Care Association (MPCA) to purchase the Azara Patient Outreach (APO) Campaign Module (\$9,000/annually), Uniform Data System (UDS) Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a total amount not to exceed \$30,000 Year 1, and \$10,000 for subsequent years effective upon approval through December 31, 2027.

The APO Campaign Module will deliver patient outreach messages and collect patient responses as defined by campaign entry and exit criteria to address gaps in clinical care. In addition to the APO Campaign Module, as ICHC is required to perform annual UDS reporting to the Health Resources and Services Administration (HRSA), the UDS Engagement and UDS Data Validation and Data Mapping services will provide an analysis of ICHC’s UDS numbers including in-depth validation, addressing data errors, and highlighting care gaps and surface opportunities for workflow improvement.

ALTERNATIVES

Azara Healthcare is ICHC’s current vendor for data reporting and visualization, and while recommended by MPCA, is therefore the preferred solution and service vendor.

FINANCIAL IMPACT

The cost of the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) is a total amount not to exceed \$30,000 Year 1, and will be covered by the Quality Improvement Award: UDS Patient-Level Submission (QIA: UDS+) approved through Resolution #24-410. The recurring annual cost of \$10,000 for the APO Campaign Module will be covered by general operating funds and will be effective upon approval through December 31, 2027.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #17-163 with Azara Healthcare and MPCA to purchase the APO Campaign

Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a total amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-163 WITH AZARA HEALTHCARE AND MICHIGAN PRIMARY CARE ASSOCIATION TO PURCHASE THE AZARA PATIENT OUTREACH CAMPAIGN MODULE, UNIFORM DATA SYSTEM ENGAGEMENT, AND UNIFORM DATA SYSTEM VALIDATION AND DATA MAPPING SERVICES

WHEREAS, Ingham County Health Department's (ICHHD) Ingham Community Health Centers (ICHCs) wish to amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association (MPCA) to purchase the Azara Patient Outreach (APO) Campaign Module, Uniform Data System (UDS) Engagement, and UDS Data Validation and Data Mapping Services for a total amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027; and

WHEREAS, the APO Campaign Module will deliver patient outreach messages and collect patient responses as defined by campaign entry and exit criteria to address gaps in clinical care; and

WHEREAS, ICHC is required to perform annual UDS reporting to the Health Resources and Services Administration (HRSA); and

WHEREAS, the UDS Engagement and UDS Data Validation and Data Mapping services will provide an analysis of ICHC's UDS numbers, including in-depth validation while addressing data errors, and highlighting care gaps and surface opportunities for workflow improvement; and

WHEREAS, recommended by MPCA, Azara Healthcare is ICHC's current vendor for data reporting and visualization, and is therefore the preferred solution and service vendor; and

WHEREAS, the cost of the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) in a total amount not to exceed \$30,000 Year 1, and will be covered by the Quality Improvement Award: UDS Patient-Level Submission (QIA: UDS+) approved through Resolution #24-410; and

WHEREAS, the recurring annual cost of \$10,000 for the APO Campaign Module will be covered by general operating funds and will be effective upon approval through December 31, 2027; and

WHEREAS, the ICHC's Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #17-163 with Azara Healthcare and MPCA to purchase the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a total amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #17-163 with Azara Healthcare and MPCA to purchase the APO Campaign Module (\$9,000/annually), UDS Engagement (\$12,000/one-time fee), and UDS Data Validation and Data Mapping Services (\$7,000/one-time fee) for a cumulative amount not to exceed \$30,000 Year 1 and \$10,000 for subsequent years effective upon approval through December 31, 2027.

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

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

To: County Services and Finance Committees

From: Stacy Sheridan-Byers, Director Ingham County Farmland and Open Space Preservation Board

Date: November 19, 2024

Subject: Resolution authorizing closing conservation easement deeds on the Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, Schrauben Properties

BACKGROUND

The Farmland and Open Space Preservation Board received applications for the 2022 cycle from May 1 to July 31, 2022. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2022 Farmland and Open Space selection criteria. The Board of Commissioners approved resolution #23-189 approving the ranking of the 2022 farmland and open space preservation programs application cycle ranking and recommendation to purchase permanent conservation easement deeds on the top ranked properties.

In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, the Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, Schrauben Properties, were recommended for purchase by the Purchasing Department.

FINANCIAL IMPACT

The FOSP Board has money in the budget to close on the properties and cover all closing costs.

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>	<u>Landowner Donation</u>
KIRKPATRICK LYON 3, (Jeff and Kelly)	83.65 +/-	\$307,000.00	\$0.00
RICKETTS	150 +/-	\$498,000.00	\$0.00
COCHRAN	112 +/-	\$579,000.00	\$0.00
LYON 2 (TIM AND TAMI)	81 +/-	\$271,000.00	\$0.00
DAYTON	109 +/-	\$390,000.00	\$0.00
SHEFF	40 +/-	\$120,000.00	\$12,000.00
SCHRAUBEN	35 +/-	\$186,000.00	\$0.00

RECOMMENDATION

It is the recommendation of the Farmland and Open Space Preservation Board to approve purchasing Conservation Easement Deeds on the above listed properties.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON KIRKPATRICK, LYON 3, RICKETTS, COCHRAN, LYON 2, DAYTON, SHEFF AND SCHRAUBEN PROPERTIES

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Board of Commissioners established a strategic planning priority of building awareness and urgency to develop environmentally sustainable practices in county government; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2022 cycle and of which, said rankings were approved by Resolution #23-189; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff and Schrauben properties at a price not to exceed the amount listed in the chart below:

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>	<u>Landowner Donation</u>
KIRKPATRICK	83.65 +/-	\$307,000.00	\$0.00
LYON 3, (Jeff and Kelly)			
RICKETTS	150 +/-	\$498,000.00	\$0.00
COCHRAN	112 +/-	\$579,000.00	\$0.00
LYON 2 (Tim and Tami)	81 +/-	\$271,000.00	\$0.00
DAYTON	109 +/-	\$390,000.00	\$0.00
SHEFF	40 +/-	\$120,000.00	\$12,000.00
SCHRAUBEN	35 +/-	\$186,000.00	\$0.00

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.

DATE: November 25, 2024

TO: Ingham County Board of Commissioners

FROM: Rosemary Anger, Director
Equalization and Tax Mapping Department

SUBJECT: Resolution to Authorize Participation in the 2025 Tri-County Regional Aerial Imagery Partner Agreement

Attached please find a draft letter to the Tri-County Regional Planning Commission confirming Ingham County's participation in the Digital Orthophoto acquisition managed by Tri-County Regional Planning Commission.

It is respectfully requested that letter be forwarded to the county attorney for review and to Chairperson Sebolt for authorizing signature.

Respectfully,

A handwritten signature in blue ink, appearing to read "Rosemary Anger". The signature is written in a cursive style with a long, sweeping tail on the final letter.

SAMPLE LETTER

<<DATE>>

Laura Tschirhart
Tri-County Regional Planning Commission
3135 Pine Tree Rd., Ste. 2C
Lansing, MI 48911

RE: 2025 Tri-County Region Aerial Imagery Partner Agreement

Dear Ms. Tschirhart:

Ingham County to participate in the 2025 Orthoimagery Project facilitated by Tri-County Regional Planning Commission (Tri-County). We have budgeted for and agree to pay \$56,763 for high-quality orthoimagery available in 4-inch pixel resolution. We understand Tri-County Regional Planning Commission has committed to this partnership by reaching out, assisting local agencies, and forming partnerships within the tri-county region to for interested entities to participate in this project.

We acknowledge that the flyover is planned to occur March or April 2025, weather permitting, and that final products are expected for delivery in September 2025.

Sincerely,

Ryan Sebolt, Chairperson
Ingham County Board of Commissioners

Introduced by the County Services Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION IN THE 2025 TRI-COUNTY REGIONAL
AERIAL IMAGERY PARTNER AGREEMENT**

WHEREAS, the Tri-County Regional Planning Commission is coordinating a regional flight of Ingham, Eaton, and Clinton counties in order to produce aerial imagery; and

WHEREAS, Clinton and Eaton counties and the State of Michigan have agreed to participate; and

WHEREAS, participation in this regional project would supply Ingham County and participating local jurisdictions with 4" pixel, true color, leaf-off digital orthoimagery; and

WHEREAS, users of this imagery include, but are not limited to, the Equalization and Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, Parks and Recreation, the Road Department, and the Drain Commissioner's Office; and

WHEREAS, Ingham County approved \$76,200 in the 2025 budget to acquire said imagery; and

WHEREAS, the State of Michigan, Department of Technology, Management and Budget (DTMB) through its MiSAIL program will partner in this agreement for \$14,502 of the County's cost to be paid directly to Tri-County Regional Planning Commission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2025 Tri-County Regional Imagery Partner Agreement for a total project cost of \$56,763 for Ingham County imagery, and,

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary letter of agreement with the Tri-County Regional Planning Commission, after approval as to form by the County Attorney.

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

FROM: Deb Fett, CIO

DATE: November 19, 2024

SUBJECT: Resolution – Ocularis Licensing Renewal
For the meeting agendas of December 3rd, 4th and 10th, 2024

BACKGROUND

Ingham County has been using Ocularis for our camera management and video recording for many years. This licensing and support are provided by KnightWatch. Innovation and Technology department (ITD) is very pleased with their service thus far.

Normally this renewal is done on the annual contract Resolution put through by Budget, but this year we have increased costs due to the addition of cameras at the Youth Center which pushes us over the threshold for that convenience by \$3,500.

This support licensing renewal will let us keep the most up to date software for our cameras. It will also let us add cameras throughout the year and then “true up” annually rather than pay every time we add a camera to our system saving both time and money.

ALTERNATIVES

KnightWatch has been the only vendor able to provide Ingham County with licensing, support, and installation in the local area.

FINANCIAL IMPACT

The funding for the \$23,470.20 renewal invoice will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice for software license and support renewal from KnightWatch.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE OCULARIS SOFTWARE LICENSING AGREEMENT FROM KNIGHTWATCH

WHEREAS, Ingham County has been using Ocularis for the camera management and video recording for many years; and

WHEREAS, KnightWatch has been providing licensing and support for Ocularis in the past and the Innovation and Technology department (ITD) is very satisfied with the service thus far; and

WHEREAS, ITD has reviewed the potential alternatives and deems KnightWatch as the most capable and cost-effective solution; and

WHEREAS, our current agreement expires on January 19, 2025 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing and support renewal from KnightWatch in the amount not to exceed \$23,600.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

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

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, CIO
DATE: November 19, 2024
SUBJECT: Cameras for Grady Porter Building and Veterans Memorial Courthouse
For the meeting agendas of December 3rd, 4th and 10th, 2024

BACKGROUND

Ingham County’s Court facilities in downtown Lansing need to have proper security to ensure the safety of all those in the building. Currently there is a need to replace aging cameras and add a few more cameras to ensure that safety. The cameras that will be replaced are older cameras with some being 10 years old or older. Replacing these outdated cameras with new cameras will provide a higher quality video feed and recording, which will enhance physical security in both buildings. They will also be adding additional cameras in locations that were determined to be blind spots and where the current video coverage is not adequate.

Innovation and Technology Department (ITD) was able to obtain a quote for the security cameras and installation needed to provide a level of security for the building with a vendor that can handle both services and procurement. Other vendors we have contacted have not been able to provide the service aspect, only the equipment. This installation service is critical to getting the equipment to operate quickly and efficiently.

Smart Homes, Inc. quoted \$72,618.91 for the necessary cameras and installation of this equipment. ITD is also requesting a small contingency to ensure that the lack of a cable or connector does not delay the project.

ALTERNATIVES

There is always the alternative to do nothing. Other vendors we have spoken with had higher prices or were unable to handle the installation in a timely manner, if at all, which lead us to selecting this vendor.

FINANCIAL IMPACT

The funding for the not to exceed \$73,000 is budgeted and will come from the County’s Court Fund (#664-13099-978000).

OTHER CONSIDERATIONS

ITD has used this vendor over many years, they are reliable, and cost-effective. This quote was provided under the Michigan MiDEAL contract (Contract #: 240000001076).

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for cameras for the Court facilities in downtown Lansing provided by Smart Homes, Inc. in the amount not to exceed \$73,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE SECURITY CAMERAS FOR GRADY PORTER BUILDING AND VETERANS MEMORIAL COURTHOUSE PROVIDED BY SMART HOMES, INC.

WHEREAS, Ingham County has downtown Lansing Court facilities that need to have proper security to ensure the safety of all those in the building; and

WHEREAS, Innovation and Technology Department (ITD) was able to obtain a quote for replacing aging security cameras, adding new cameras to blind spots, and the installation needed to provide a level of security for the building with a vendor that can handle both services and procurement under the Michigan MiDEAL contract; and

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

WHEREAS, ITD has reviewed the potential alternatives and deems Smart Homes, Inc. as the most capable and cost-effective solution.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing security cameras and installation from Smart Homes, Inc. in the amount not to exceed \$73,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the County's Court Fund (#664-13099-978000).

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

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: November 6, 2024

RE: Resolution Authorizing the Upgrade of Access Control System at Hilliard Building

For the meeting agendas of: December 3 & 4

BACKGROUND

The Hilliard Building currently has an access control system that is outdated and failing, posing a risk to the security and operational reliability of the facility. Knight Watch, Inc. (KWI) has proposed removing the existing system and installing a new Galaxy access control system. The new system will be scalable to accommodate up to 16 doors, ensuring future flexibility and enhanced security. To reduce costs, the boards from the New Hope facility will be repurposed for use in the new system. The total cost for this project is \$5,812.92.

ALTERNATIVES

The alternative would be to delay the replacement of the failing system. However, this would increase the risk of system failure and compromise the security of the Hilliard Building.

FINANCIAL IMPACT

Funds are available in the Facilities Building Repair & Maintenance Operating fund line item #101-23303-931000. The total cost of \$5,812.92 will not impact other budget allocations.

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 resolution to authorize the removal of the existing system and the installation of a new Galaxy access control system by Knight Watch, Inc. at the Hilliard Building, for a total amount not to exceed \$5,812.92.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE UPGRADE OF THE ACCESS CONTROL SYSTEM AT
THE HILLIARD BUILDING**

WHEREAS, the current premise system at the Hilliard Building requires replacement to ensure continued operational reliability and support; and

WHEREAS, Knight Watch, Inc. has provided a proposal (Proposal #ESTO 16 719, dated June 25, 2024) to remove the existing premise system and install a new Galaxy system, which will allow scalability for up to 16 doors within the provided large controller can; and

WHEREAS, the project scope includes removal of the old system, installation of the new Galaxy system, and programming of the hardware into the controller, with the customer (Ingham County) being responsible for programming cards and access groups; and

WHEREAS, the boards required for this system will be repurposed from the New Hope controller, reducing costs; and

WHEREAS, Knight Watch, Inc. will perform the work during normal business hours as outlined in their proposal, and partial invoicing will be issued upon ordering parts and for labor at the end of each month during the project; and

WHEREAS, the total cost for the project, as detailed in the proposal, is \$5,812.92; and

WHEREAS, funding for this project is available in account number 101-23303-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Knight Watch, Inc. for the removal of the existing premise system and installation of a new Galaxy access control system at the Hilliard Building, in an amount not to exceed \$5,812.92.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: November 16, 2024

RE: Resolution to Authorize Additional Work with Smart Homes Smart Offices for Hilliard Building and HSB Conference Room A Technology Upgrades

For the meeting agendas of: December 3 & 4

BACKGROUND

In continuation of the ongoing technology upgrades, previously authorized under Resolution #24-136 for HSB Conference Room A, and Resolution #24-266 for surveillance upgrades at the Hilliard Building, additional work has been identified to address further needs. Smart Homes Smart Offices (SHSO), an approved vendor under the MiDeals Cooperative Agreement, has provided a proposal (Ref: Proposal #QUOQ19302-01) for these upgrades. This includes the installation of wireless microphones integrated with the AV system in HSB Conference Room A and the installation of a surveillance camera system for the Hilliard Building. These upgrades aim to ensure seamless operation and functionality across these facilities while addressing gaps in previous work.

ALTERNATIVES

The alternative would be to forego the additional upgrades, leaving the AV system in HSB Conference Room A incomplete and delaying security improvements in the Hilliard Building. This would limit the functionality of these spaces and hinder efforts to modernize county facilities effectively.

FINANCIAL IMPACT

The total cost for the additional work is \$2,432.65. Funds are available in the 2024 Building Repair and Maintenance line item #101-10100-931000.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the needs identified and the vendor's qualifications, the Facilities Department recommends approving the attached resolution to authorize the additional work with Smart Homes Smart Offices.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADDITIONAL WORK WITH SMART HOMES SMART OFFICES FOR TECHNOLOGY UPGRADES AT THE HILLIARD BUILDING AND HSB CONFERENCE ROOM A

WHEREAS, the Ingham County Board of Commissioners previously approved technology upgrades for HSB Conference Room A under Resolution #24-136 and surveillance upgrades at the Hilliard Building under Resolution #24-266; and

WHEREAS, additional needs have been identified, including wireless microphone integration with the AV system in HSB Conference Room A and the installation of a surveillance camera in the Hilliard Building; and

WHEREAS, Smart Homes Smart Offices, an approved MiDeals Cooperative Agreement vendor, has submitted Proposal #QUOQ19302-01 for this additional work; and

WHEREAS, the total cost of the additional work is \$2,432.65, and funds are available in the 2024 Building Repair and Maintenance line item #101-10100-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the additional work with Smart Homes Smart Offices for technology upgrades at the HSB Conference Room A and the Hilliard Building for an amount not to exceed \$2,432.65.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: November 19, 2024
RE: Resolution Authorizing the Installation of a Movable Wall Between Jury Rooms 6 and 7 in the VMC Circuit Court

For the meeting agendas of: December 3 & 4

BACKGROUND

Jury Rooms 6 and 7 in the VMC Circuit Court currently lack the capacity to accommodate larger groups required for criminal trials. To address this issue, a section of the wall between Jury Rooms 6 and 7 will be removed and replaced with a retractable wall. This modification will allow the rooms to combine into one larger space as needed, improving the efficiency of jury deliberations during criminal trials.

The project will utilize Laux Construction, located at 1018 Hogsback Road, Mason, MI 48854, as the contractor. The total project cost is \$50,000, which includes \$49,815 for the quoted work and a \$185.00 contingency.

ALTERNATIVES

Funds are available in the following accounts:

- 245-13099-931000-24F08: \$15,000
- 245-26710-978000-20F12: \$35,000

The project will utilize a Cooperative Contract through MiDeals (#00865), and therefore, three quotes are not required.

FINANCIAL IMPACT

The total project cost of \$50,000 will be fully covered by the allocated funds from the accounts listed above, ensuring no impact on other budget allocations.

OTHER CONSIDERATIONS

Prevailing Wage reporting requirements will apply to this project. Additionally, a PRE-Construction meeting will be held prior to the start of the project to ensure compliance with all necessary regulations.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the resolution to authorize the installation of a movable wall between Jury Rooms 6 and 7 in the VMC Circuit Court, with a total project cost not to exceed \$50,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INSTALLATION OF A MOVABLE WALL BETWEEN
JURY ROOMS 6 AND 7 IN THE VMC CIRCUIT COURT**

WHEREAS the Jury Rooms 6 and 7 in the VMC Circuit Court currently lack the capacity to accommodate larger groups required for criminal trials; and

WHEREAS removing a section of the wall between Jury Rooms 6 and 7 and replacing it with a retractable wall will allow the rooms to combine into one larger space as needed, improving the efficiency of jury deliberations during criminal trials; and

WHEREAS the project will be completed by Laux Construction, located at 1018 Hogsback Road, Mason, MI 48854, under MiDeals Contract #00865; and

WHEREAS the estimated cost for this project is not to exceed \$49,815, with a contingency of \$185.00, for a total project budget of \$50,000; and

WHEREAS funding for this project will be provided through the following accounts:

- 245-13099-931000-24F08: \$15,000.00
- 245-26710-978000-20F12: \$35,000.00

WHEREAS Prevailing Wage reporting will apply to this project, and a Pre-Construction meeting will be held to ensure compliance with all requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Facilities Department to proceed with the movable wall project as proposed at the Veterans Memorial Courthouse, with Laux Construction for a not to exceed cost of \$50,000.

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

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: November 6, 2024
RE: Resolution Authorizing the Installation of Acoustic Panels at Pretrial Services in the Grady Porter Building

For the meeting agendas of: December 3 & 4

BACKGROUND

The Pretrial Services area in the Grady Porter Building experiences significant sound transfer, which impacts court staff's ability to conduct sensitive conversations effectively. To address this issue, acoustic panels will be installed to absorb and block sound, improving the workspace's functionality and privacy for staff.

The project will utilize DBI, located at 912 E Michigan Ave, Lansing, MI 48912, as the vendor for this work. The total cost for the project is \$22,038.52, which includes \$20,038.52 for the quoted work and a \$2,000 contingency.

ALTERNATIVES

Do not complete the project.

FINANCIAL IMPACT

Funds are available in account #664-13099-979000-22F20, with a total allocation of \$29,400.44. The project's total cost of \$22,038.52 includes a contingency amount of \$2,000.

OTHER CONSIDERATIONS

This project will utilize a Cooperative Contract through TIPS, and therefore, three quotes are not required.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the resolution to authorize the installation of acoustic panels at Pretrial Services in the Grady Porter Building, with a total project cost not.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INSTALLATION OF ACOUSTIC PANELS AT PRETRIAL SERVICES IN THE GRADY PORTER BUILDING

WHEREAS, the Pretrial Services area in the Grady Porter Building experiences significant sound transfer, affecting the ability of court staff to conduct sensitive conversations effectively; and

WHEREAS, the Facilities Department recommends installing acoustic panels to absorb and block sound, enhancing the functionality and privacy of the workspace; and

WHEREAS, DBI, located at 912 E Michigan Ave, Lansing, MI 48912, has provided a quote of \$20,038.52 for the work, with an additional \$2,000 allocated as contingency, bringing the total project cost to \$22,038.52; and

WHEREAS, funds for this project are available in account #664-13099-979000-22F20, with a total allocation of \$29,400.44; and

WHEREAS, this project will utilize a Cooperative Contract through TIPS, and therefore, three quotes are not required.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with DBI, 912 E. Michigan Avenue, Lansing, MI 48912, for the installation of acoustic panels at Pretrial Services in the Grady Porter Building, with a total project cost not to exceed \$22,038.52.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: November 22, 2024

RE: Resolution to Authorize a Service Agreement with Hedrick Associates for the Sewage Pump Replacement at the Veterans Memorial Courthouse

For the meeting agendas of: December 3 & 4

BACKGROUND

The existing sewage pump and associated components at the Veterans Memorial Courthouse are experiencing significant wear and corrosion. This poses potential risks to the building's operations and maintenance. To address this, Hedrick Associates has submitted a proposal to replace the sewage pump and perform necessary related work, ensuring the system's continued efficiency and reliability.

The scope of work includes removing the existing sewage pump, installing a new Weil vertical sewage pump and associated components, and testing the system for leaks and proper operation. The total cost of this project is \$17,950, which includes materials, labor, installation, and freight.

ALTERNATIVES

The alternative would be to defer this work, potentially leading to pump failure and higher repair costs in the future, as well as possible disruption to courthouse operations.

FINANCIAL IMPACT

Funds are available in the 2024 Building Repair and Maintenance line item # 101-23303-933000.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information provided, the Facilities Department respectfully recommends approval of the attached resolution to authorize a service agreement with Hedrick Associates for the sewage pump replacement project at the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH HEDRICK ASSOCIATES
FOR THE SEWAGE PUMP REPLACEMENT PROJECT AT THE VETERANS MEMORIAL
COURTHOUSE**

WHEREAS, the existing sewage pump and associated components at the Veterans Memorial Courthouse are experiencing significant wear and corrosion, creating potential operational and maintenance challenges; and

WHEREAS, Hedrick Associates has submitted Proposal #49107, dated November 21, 2024, to perform the Sewage Pump Replacement Project, which includes removing and replacing the existing sewage pump, installing a new Weil Vertical Sewage Pump and associated components, and testing the system for proper operation; and

WHEREAS, the total cost of the project is \$17,950, which includes materials, labor, installation, and freight, but excludes any additional repairs not outlined in the proposal; and

WHEREAS, funds for this project are available in the 2024 Building Repair and Maintenance line item #101-23303-933000; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Hedrick Associates for the Sewage Pump Replacement Project at the Veterans Memorial Courthouse in an amount not to exceed \$17,950.

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

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2024
SUBJECT: Resolution Approving Modifications to the 2022 - 2024 Managerial and Confidential Employee Personnel Manual for 2025 – 2027

For the meeting agendas of December 3 and December 4

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2025, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The proposed changes and clarifications are reflected in the attached Resolution.

ALTERNATIVES

None

FINANCIAL IMPACT

The manual update includes a 3% increase to the 2024 wage schedule, a 3% increase to the 2025 wage schedule, and a 4% increase to the 2026 wage schedule.

OTHER CONSIDERATIONS

None

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2022 - 2024 Managerial and Confidential Employee Personnel Manual for 2025 - 2027.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE MODIFICATIONS TO THE
2022 - 2024 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL FOR 2025 -
2027**

WHEREAS, the Managerial and Confidential Employee Steering Committee has met and discussed the 2022 – 2024 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommends changes in the 2022 - 2024 Managerial and Confidential Employee Personnel Manual for 2025 – 2027.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2022 - 2024 Managerial and Confidential Employee Personnel Manual (Manual) for 2025 - 2027 (with provisions unmodified remaining unchanged):

1. Update language in section B. Compensation Plan: the Manual is effective for a three-year period from January 1, 2025 through December 31, 2027.
2. Update language in section C. Compensation Levels: Effective the first full pay period on or after January 1, 2025, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 3% increase to the 2024 salary schedule. Effective the first full pay period on or after January 1, 2026, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 3% increase to the 2025 salary schedule. Effective the first full pay period on or after January 1, 2027, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 4% increase to the 2026 salary schedule.
3. Update language in section E. Hospitalization – Medical Coverage: benefits are subject to annual modification for health plan years 2025 – 2027 to reflect the annual recommendation(s) of the Health Care Coalition.
4. Update language in section K. Severance Pay: clarify that in the case of layoff, severance pay and benefit continuation is made as specified, without execution of a release and waiver, to a maximum of six months, with extension of an additional six months for those employed ten or more continuous years at the description of the County Services Committee for amounts under \$10,000 and by the County Services Committee and Finance Committees for amounts between \$10,000 - \$50,000 and amounts above \$50,000 will require the approval of the Board of Commissioners. Further clarify that in the case of termination, severance pay and benefit continuation is made as specified, with execution of a release and waiver, to a maximum of six months, with extension of an additional six months for those employed ten or more continuous years at the description of the County Services Committee for amounts under \$10,000 and by the County Services Committee and Finance Committees for amounts between \$10,000 - \$50,000 and amounts above \$50,000 will require the approval of the Board of Commissioners.
5. Amend language in section M. Vacations: eliminate the prohibition on using credited vacation hours during the first six months of employment.
6. Update language in section P. Jury Duty: reflect current process of employees signing over Jury Duty pay to Ingham County in exchange for receiving full regular wages.

7. Amend language in section Q. Travel Allowance: eliminate paragraph 2 which requires repayment of conference expenses should the employee leave Ingham County employment within six months of attending the conference to reflect current practice.
8. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade)
9. Update language in Appendix D - Compensation Levels: insert new wage tables.
10. Appendix E. Ingham County Road Department: Holidays – add Presidents Day and New Year’s Eve as holidays.
11. Update language in Appendix F – Helpful Links: include reference to current vendors and resources available.
12. Update obsolete language throughout the Manual.

BE IT FURTHER RESOLVED, that the 2025 – 2027 Managerial and Confidential Employee Personnel Manual will be effective January 1, 2025 and shall expire on December 31, 2027.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the CCLP Corrections Unit

For the meeting agendas of December 3 and December 4

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the CCLP Corrections Unit. The new terms of the tentative agreement provide for 1) a 2% public safety incentive wage scale adjustment and 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three 2) the duration of the agreement is January 1, 2025 through December 31, 2027 and 3) additional changes as set forth in the attached resolution; all other terms and conditions in the collective bargaining agreement remain status quo. The Union has given the employer notice that it has ratified this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various benefits.

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 TO APPROVE THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH
THE CCLP CORRECTIONS UNIT**

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the CCLP Corrections Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 2% public safety incentive wage scale adjustment and a 3% increase effective December 28, 2024, a 3% increase effective December 27, 2025, and a 4% increase effective December 26, 2026; and

WHEREAS, the agreement adds a non-discrimination clause based upon membership or non-membership in the Union; and

WHEREAS, the agreement adds an access to Ingham County premises provision; and

WHEREAS, the agreement adds date and time of application for Ingham County employment as a tie-breaker for seniority; and

WHEREAS, the agreement adds a thirty-day advance notice of layoff provision; and

WHEREAS, the agreement adds a notice of release of confidential information as well as for administrative leave in the event of the use of force as well as an MCOLES disclosure notice provision; and

WHEREAS, the agreement amends the grievance procedure to mirror the grievance procedure contained in the CCLP Law Enforcement Unit collective bargaining agreement; and

WHEREAS, the agreement amends the Elections of Remedies article; and

WHEREAS, the agreement provides for employer payment for the cost of any new training required to maintain employment; and

WHEREAS, the agreement provides for thirty-day notice of assignment change; and

WHEREAS, the agreement provides for clarification of inclement weather compensation and an increase in the annual cap from sixteen hours to twenty-four hours of leave; and

WHEREAS, the agreement updates shift premium language and increases the shift premium from thirty-five cents to fifty cents per hour, and eliminates the repayment provision for the expense of conferences attended at Ingham County expense within six months of separation of employment; and

WHEREAS, the agreement increases Corrections training pay from thirty minutes to one hour, and adds a provision for Canine Handler pay of seven hours per pay period;

WHEREAS, the agreement eliminates longevity plan retention incentive pay for employees hired by Ingham County prior to December 1, 2012; and

WHEREAS, the agreement increases the equipment allowance from \$250 to \$1,500 per year, payable annually in November rather than in April; and

WHEREAS, the agreement provides double-time pay for overtime hours worked on holidays; and

WHEREAS, the agreement eliminates the limit on sick leave use for a family member, updates sick leave provisions to comply with the Michigan Earned Sick Leave Act, and provides for 100% payout of accrued sick leave in the event of a line of duty death, and eliminates a medical dispute provision; and

WHEREAS, the agreement eliminates the prohibition on vacation leave use until after six months of employment, and updates Bereavement (Funeral) Leave provisions to be consistent with that of other Ingham County collective bargaining agreements; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee; and

WHEREAS, the agreement amends the Workers' Compensation provisions to permit use of accumulated paid leave time to supplement workers' compensation benefits to 100% of regular pay, provides for employer paid health insurance in non-disputed cases for up to one year; and

WHEREAS, the agreement increases the month amount of practice ammunition provided to fifty from thirty rounds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the CCLP Corrections Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 25, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the CCLP Command Unit

For the meeting agendas of December 3 and December 4

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the CCLP Command Unit. The new terms of the tentative agreement provide for 1) a 2% public safety incentive wage scale adjustment and 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three 2) the duration of the agreement is January 1, 2025 through December 31, 2027 and 3) additional changes as set forth in the attached resolution; all other terms and conditions in the collective bargaining agreement remain status quo. The Union has given the employer notice that it has ratified this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various benefits.

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 TO APPROVE THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE CCLP COMMAND UNIT

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the CCLP Command Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 2% public safety incentive wage scale adjustment and a 3% increase effective December 28, 2024, a 3% increase effective December 27, 2025, and a 4% increase effective December 26, 2026; and

WHEREAS, the agreement adds a thirty-day advance notice of layoff provision; and

WHEREAS, the agreement adds a notice of release of confidential information as well as for administrative leave in the event of the use of force as well as an MCOLES disclosure notice provision; and

WHEREAS, the agreement adds a provision for three paid administrative leave days following a use of force incident along with a 72-hour period before the employee is required to make a statement; and

WHEREAS, the agreement adds an Elections of Remedies provision to the grievance procedure; and

WHEREAS, the agreement provides for thirty-day notice of assignment change; and

WHEREAS, the agreement provides for clarification of inclement weather compensation; and

WHEREAS, the agreement updates shift premium language and increases the shift premium from thirty-five cents to fifty cents per hour; and

WHEREAS, the agreement increases Canine Handler pay to seven straight hours per pay period from 15 minutes of daily overtime per day worked; and

WHEREAS, the agreement eliminates longevity plan retention incentive pay for employees hired by Ingham County prior to December 1, 2012; and

WHEREAS, the agreement increases the equipment allowance from \$250 to \$1,500 per year, payable annually in November; and

WHEREAS, the agreement increases the clothing allowance from \$800 to \$1,500 per year, payable annually in December; and

WHEREAS, the agreement increases the month amount of practice ammunition provided to fifty from thirty rounds; and

WHEREAS, the agreement provides an employee with a minimum of 200 accrued vacation hours may cash out up to 40 hours annually by December 15 of each year; and

WHEREAS, the agreement provides double-time pay for overtime hours worked on holidays; and

WHEREAS, the agreement eliminates the limit on sick leave use for a family member, updates sick leave provisions to comply with the Michigan Earned Sick Leave Act, and provides for 100% payout of accrued sick leave in the event of a line of duty death; and

WHEREAS, the agreement updates Bereavement (Funeral) Leave provisions to be consistent with that of other Ingham County collective bargaining agreements; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee; and

WHEREAS, the agreement amends the Workers' Compensation provisions to permit use of accumulated paid leave time to supplement workers' compensation benefits to 100% of regular pay, provides for employer paid health insurance in non-disputed cases for up to one year; and

WHEREAS, the agreement provides for employer payment for the cost of any new training required to maintain employment; and

WHEREAS, the agreement includes an MCOLES disclosure notice provision.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the CCLP Command Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 25, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 214 Assistant Public Defenders Unit

For the meeting agendas of December 3 and December 4

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the Teamsters Local 214 Assistant Public Defenders Unit. The new terms of the tentative agreement provide for 1) 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three 2) the duration of the agreement is January 1, 2025 through December 31, 2027 and 3) additional changes as set forth in the attached resolution; all other terms and conditions in the collective bargaining agreement remain status quo. The Union has given the employer notice that it has ratified this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various benefits.

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 TO APPROVE THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE TEAMSTERS LOCAL 214 ASSISTANT PUBLIC DEFENDERS UNIT

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the Teamsters Local 214 Assistant Public Defenders Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 3% increase effective the first full pay period following January 1, 2025, a 3% increase effective the first full pay period following January 1, 2026, and a 4% increase effective the first full pay period following January 1, 2027; and

WHEREAS, the agreement updates Disability Insurance language to be consistent with the current disability plan; and

WHEREAS, the agreement corrects the vacation leave accrual rate, and eliminates the prohibition on utilizing paid vacation leave accruals during the first six months of employment; and

WHEREAS, the agreement increases daily on-call pay as follows:

2025: from \$232 to \$250
2026: from \$239 to \$257.50
2027: \$267.90

WHEREAS, the agreement corrects the benefit multiplier percentage stated in the hybrid retirement language.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the Teamsters Local 214 Assistant Public Defenders Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 25, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 243 Zoo Supervisory Unit

For the meeting agendas of December 3 and December 4

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the Teamsters Local 243 Zoo Supervisory Unit. The new terms of the tentative agreement provide for 1) 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three 2) the duration of the agreement is January 1, 2025 through December 31, 2027 and 3) additional changes as set forth in the attached resolution; all other terms and conditions in the collective bargaining agreement remain status quo. The Union has given the employer notice that it has ratified this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various benefits.

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 TO APPROVE THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE TEAMSTERS LOCAL 243 ZOO SUPERVISORY UNIT

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the Teamsters Local 243 Zoo Supervisory Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 3% increase effective the first full pay period following January 1, 2025, a 3% increase effective the first full pay period following January 1, 2026, and a 4% increase effective the first full pay period following January 1, 2027; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee, and extends dental and vision insurance to probationary employees; and

WHEREAS, the agreement updates Disability Insurance language; and

WHEREAS, the agreement eliminates the prohibition on utilizing paid vacation leave accruals during the first six months of employment; and

WHEREAS, the agreement increases the cap on vacation leave accruals to 450 hours for employee use and limits the cap for payout at separation of employment to 380 hours, and permits use of vacation leave accruals in tenths of an hour; and

WHEREAS, the agreement expands the safety boot allowance to include clothing and increases it to \$200 from \$100; and

WHEREAS, the agreement modifies pronouns to gender neutral language.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the Teamsters Local 243 Zoo Supervisory Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

TO: Board of Commissioners, Law & Courts Committee, Finance Committee

FROM: Chauncey Shattuck, Lieutenant, Ingham County Sheriff's Office

DATE: November 8, 2024

SUBJECT: Resolution to accept grant funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2025 Ingham Regional Active Violence Preparedness Training Program

For the meeting agendas of *December 4th 2024, December 5th 2024*

BACKGROUND

This resolution is for the approval to accept the 2025 Michigan Commission on Law Enforcement Standards (MCOLES) Michigan Justice Training Fund for the 2025 Ingham Regional Active Violence Preparedness Training Program. The grant award provides reimbursement funding for personnel wages, equipment, supplies, and operating expenses relating to in-service training intended to develop and improve law enforcement's response to an active violence incident (AVI).

ALTERNATIVES

N/A

FINANCIAL IMPACT

This award reimburses the County up to \$71,903.21 with a required in-kind match of \$23,967.74 assumed by the Ingham County Sheriff's Office in personnel wages, for a total project cost of \$95,870.95.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goal of Public Health and Safety as it increases the Sheriff's Office resilience and capacity to effectively prepare for and respond to emergencies, specifically incidents of ongoing Active Violence.

This project also fits with the Ingham County Goal of Good Government, as it maintains and enhances the County's fiscal health to ensure delivery of services as it utilizes available grant monies to reduce the financial obligations of Ingham County while providing important training intended to mitigate risk and liability.

OTHER CONSIDERATIONS

This training program seeks to include a blended delivery method, including a classroom discussion on the history of active violence incidents, a review of current AVI response and rescue tactics, followed by "Force-on-Force" scenarios, which requires officers to 'put everything together' including communication, decision-making and physical skills. Scenario based training is imperative for the modern law enforcement officer in order to provide safe, effective law enforcement responses and services.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support accepting the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund grant award for the 2025 Ingham Regional Active Violence Preparedness Training Program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GRANT FUNDS FROM THE MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS MICHIGAN JUSTICE TRAINING FUND FOR THE 2025 INGHAM REGIONAL ACTIVE VIOLENCE PREPAREDNESS TRAINING PROGRAM

WHEREAS, the Ingham County Sheriff's Office applied to receive a grant for an Active Violence Preparedness Training Program from the Michigan Commission on Law Enforcement Standards (MCOLES) Michigan Justice Training Fund; and

WHEREAS, the Ingham County Sheriff's Office needs to conduct regular, on-going training to maintain high levels of proficiency in responding to incidents involving active violence; and

WHEREAS, frequent training in active violence response enhances Deputies' decision-making and performance in order to deliver effective law enforcement services to the citizens of Ingham County, while mitigating liability; and

WHEREAS, the award amount of the grant is \$71,903.21 for personnel wages, equipment, supplies, and operating expenses, with a required in-kind match of \$23,967.74 assumed by the Ingham County Sheriff's Office in personnel wages, for a total project cost of \$95,870.95.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the 2025 Michigan Justice Training Fund grant for the Active Violence Preparedness Training Program grant in the amount of \$71,903.21, with an in-kind match of \$23,967.74 for a total budget of \$95,870.95 for the time period of January 1, 2025 through December 31, 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Sheriff's Office 2025 Budget.

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: November 20, 2024
SUBJECT: Request to Approve General Fund Positions
County Services and Finance Committees, December 3 and 4

BACKGROUND

Resolution #24-444 approved a hiring freeze for General Fund positions and those positions that could have a negative impact on the General Fund. An exemption process allows departments to submit a hiring request to the Budget Office with review by the Controller’s Office for submission to County Services/Finance. The following hiring requests were made and the Controller’s Office is recommending the following actions (Exempt means recommend to hire):

- Friend of Court
 - Position 142023 – Senior Enforcement Specialist – Exempt
 - 66% Federal Cooperative Reimbursement Program Funded/33% General Fund
- Health Department
 - Position 60135 – Nurse Practitioner, Eastern Community Center – Exempt
 - 78% MDHHS Child and Adolescent Health Center Program funded/22% General Fund
 - Position is required to maintain the grant
- Human Resources
 - Position 226008 – HR Assistant – Exempt
 - The Human Services Department is holding one position vacant as part of the 2025 budget. Filling this position still leaves one vacant.
- Animal Control
 - Position 421016 – Animal Control Shelter Clerk – Exempt
- County Clerk
 - Position 215007 – Vacant County Clerk – Exempt
 - This position was approved in the October 1, 2 round and the hired employee did not make it through the probational period

FINANCIAL IMPACT

All of these positions were budgeted in the 2024 and 2025 budgets so there is no additional impact on the General Fund. The recommendation to hold the Cashier and one of the Sanitarian 1 positions will provide additional savings in 2024.

OTHER CONSIDERATIONS

See attached Hiring Request Forms for additional information on these positions.

RECOMMENDATION

Respectfully recommend that County Services and Finance these exemptions.

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

Sender: Helen Walker

POSITION #: 142023

DESCRIPTION: Senior Enforcement Specialist

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Senior Enforcement Specialist position has been vacant since November 3, 2024 due to the promotion of Ravin Martin to the Support Enforcement Supervisor position. The Senior Enforcement Specialist acts as a Team Lead to the Enforcement Specialists in the Enforcement Unit and is required to hold pre-show cause hearings for non-payment of support every Tuesday and Thursday morning. This position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Enforcement of support is a critical function as additional revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state and local funding. Reduced collections will also have a negative impact on the children and families of Ingham County.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 142023

GROUP: 0207- ICEA Court Professional

PAY GRADE: Court Prof 06

FTE: 1.0

Funding: 21514200-704000

	Step 1		Step 5
Salary	57,245.54		82,055.70
Unemployment	286.23		410.28
FICA	4,379.28		6,277.26
Liability	493.51		707.40
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,576.05		3,692.51
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,288.02		1,846.25
Life	122.28		122.28
Disability	74.42		106.67
Retirement	21,404.11		26,676.31
Retirement	572.46		820.56
Workers Comp	51.52		73.85
	114,428.42		148,724.07

HIRING REQUEST FORM

DEPARTMENT: Eastern Community Health Center
Sender: Ronald Charles
POSITION #: 601359

DESCRIPTION: Nurse Practitioner (Provider)

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

This position is funded through the MDHHS Child and Adolescent Health Center Program (CAHC). The Eastern Community Health Center is a CAHC school-based health center that is designed specifically for children and adolescents and is aimed at achieving the best possible physical, intellectual, and emotional health status. The grant requires we provide on-site comprehensive mental health services from mild to moderate severity of need. Clinical services shall include, at a minimum: primary care including health care maintenance, immunization assessment and administration using the MCIR, care of acute and chronic illness; confidential services including mental health services, STI diagnosis and treatment and HIV counseling and testing as allowed by state and/or federal law; health education and risk reduction counseling; and referral for other services not available at the health center. The health center shall provide clinical services a minimum of five days per week. Total primary care provider clinical time shall be at least 30 hours per week. Total primary care provider clinical time shall be at least 30 hours per week over five days. The Eastern provider will resign as of January 3, 2025. We are required to have a Provider or we will not be in compliance with our grant requirements and are in risk of losing these grant funds. In addition, Eastern High school is reliant on the clinical services we provide to their school and the Lansing School District is supportive in filling this position to provide this resource to students.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesnev@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601359

GROUP: 0206 MNA NSE Practitioners & Clinic

PAY GRADE: NP&CN Grade 7

FTE: 1.0 FTE

Funding: 51161531-704001-02340

	STEP 1	STEP 5
Salary	108,078.26	129,765.94
Unemployment	540.39	648.83
FICA	8,267.99	9,927.09
Liability	1,489.43	1,788.30
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	4,863.52	5,839.47
Dental	936.00	936.00
Vision	135.00	135.00
Separation	2,431.76	2,919.73
Life	122.28	122.28
Disability	140.50	168.70
Retirement	20,470.02	24,577.67
Retirement	1,080.78	1,297.66
Workers Comp	1,156.44	1,388.50
CARES	33.12	33.12
	174,609.49	204,412.29

HIRING REQUEST FORM

DEPARTMENT: Human Resources
SENDER: Sue Graham
POSITION #: HR Assistant 226008

DESCRIPTION: Under the supervision of the Human Resources Director, provides assistance to members of the public seeking employment with Ingham County, and provides assistance to employees seeking information regarding key human resources service areas. Maintains the integrity and confidentiality of human resource files and records. Performs periodic audits of human resource files and records to ensure that all required documents are collected and filed appropriately. Prepares and maintains records, prepares reports, prepares correspondence, schedules interviews and other appointments, arranges meetings, creates and maintains databases, and handles confidential information. Provides general administrative support for all functions in the Human Resources Department. Prepares and maintains a variety of correspondence, tracks department budget, schedules and tracks training, logs and tracks labor relations files, and assists with the planning of special events, e.g., employee service awards, the United Way Campaign, and Cultural Diversity, Equity and Inclusion Committee events. Processes accounts payable, orders department supplies, pays invoices and verifies employment status and processes other employment information documents such as public service loan forgiveness applications. Processes department payroll. Assists with the hiring and on-boarding process, prepares and updates personnel files, and provides general administrative support across the department.

TEMPORARY POSITION? YES NO

EXPLANATION OF NEED FOR THE POSITION:

The Human Resources Department currently has one HR Assistant supporting the department's functions. Beginning in February, we enter an enhanced hiring season to support County departments with seasonal employment, including the Parks Department, Road Department and the Fair. We are requesting to post the second HR Assistant position in Mid-December with a target hire date in mid-January to allow for training to occur so that the new HR Assistant is able to assist effectively, particularly with the hiring and onboarding processes.

Thank you for your consideration.

Sincerely,



Sue Graham, Director
Human Resources Department

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesnev@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 226008

GROUP: 2323-Confidential Tops

PAY GRADE: MC 05

FTE: 1.0 FTE

Funding: 10122600-704000

	Step 1		Step 5
Salary	49,139.71		59,000.34
Unemployment	245.70		295.00
FICA	3,759.19		4,513.53
Liability	677.19		813.08
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,211.29		2,655.02
Dental	936.00		936.00
Vision	135.00		135.00
Separation	982.79		1,180.01
Life	152.76		152.76
Disability	63.88		76.70
Retirement	16,437.23		19,735.61
Retirement	1,228.49		1,475.01
Workers Comp	44.23		53.10
CARES	33.12		33.12
	100,910.59		115,918.27

HIRING REQUEST FORM

DEPARTMENT: Animal Control

Sender: Daniel Verhougstraete

POSITION #: 421016

DESCRIPTION: Full-time Animal Shelter Clerk

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

This position was recently vacated by a candidate who took our open officer position. We have a qualified internal candidate from our Animal Care Specialist team that is interested in transferring to the vacant Animal Shelter Clerk position. If approved, the intent is to fill this position via an internal posting.

**Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesney@ingham.org)**

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 421016

GROUP: 0101 UAW/TOPS

PAY GRADE: Tops Grade E

FTE: 1.0 FTE

Funding: 10142100-704000 50%

10142105-704000 50%

	STEP 1	STEP 5
Salary	41,401.30	49,348.68
Unemployment	207.01	246.74
FICA	3,167.20	3,775.17
Liability	356.92	425.43
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	1,863.06	2,220.69
Dental	936.00	936.00
Vision	135.00	135.00
Separation	931.53	1,110.35
Life	122.28	122.28
Disability	53.82	64.15
Retirement	10,023.26	11,947.32
Retirement	414.01	493.49
Workers Comp	37.26	44.41
CARES	33.12	33.12
	84,545.77	95,766.84

HIRING REQUEST FORM

DEPARTMENT: County Clerk
SENDER: Scott Hendrickson
POSITION #: 215007

DESCRIPTION: Deputy County Clerk

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The County Clerk's Office has need of a full staff. We run a very lean organization and this position is critical to the operations of our Office. We must be able to staff our office fully. In addition, after presidential elections we often see increased traffic for Concealed Pistol License applications/renewals. Post-holidays are also a busy time for us, as we have an increase in death certificates ordered and likely will be mailing to voters to apply for the Permanent Mail Ballot list late this year or early next year, and the returned items will have to undergo intake and processing in order to timely add voters to the appropriate voter lists.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 215007

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade G

FTE: 1.0 FTE

Funding: 10121500-704000

	Step 1		Step 5
Salary	46,277.66		55,189.66
Unemployment	231.39		275.95
FICA	3,540.24		4,222.01
Liability	398.96		475.79
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,082.49		2,483.53
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,041.25		1,241.77
Life	91.68		91.68
Disability	60.16		71.75
Retirement	11,203.82		13,361.42
Retirement	462.78		551.90
Workers Comp	41.65		49.67
CARES	33.12		33.12
	91,400.20		103,983.23

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: November 22, 2024
SUBJECT: Resolution to Approve a Paid Parental Leave Policy

For the County Services Meeting on Dec. 3 and Finance Meeting on Dec. 4

BACKGROUND

The Controller's Office has established a Policy Review Committee consisting of representatives from various departments including; the Board of Commissioners Office, Clerk's Office, Treasurer's Office, Sheriff's Office, Circuit Court, Health Department, Controller's Office (including DEI), Facilities, Purchasing, Innovation & Technology, and Human Resources to review current policies and recommend changes, and draft new policies. Resolution #24-419, introduced by the Law & Courts Committee and approved by the Board of Commissioners on August 27, 2024 directed the Policy Review Committee to develop a Paid Parental Leave Policy for Ingham County Employees.

ALTERNATIVES

Not approve the policy.

FINANCIAL IMPACT

The costs associated with offering this benefit will be any overtime required to backfill the position while the employee is on leave and any Sick Leave payout that typically would be used for paternal leave that is now necessary to take.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve and that the policy be effective the date that the Board of Commissioners approved Resolution #24-419.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A PAID PARENTAL LEAVE POLICY

WHEREAS, the Ingham County Policy Review Committee was established to review existing policies and recommend new policies for Ingham County; and

WHEREAS, Resolution #24-419 directed the Policy Review Committee to develop a Paid Parental Leave Policy; and

WHEREAS, the purpose of the policy is to provide up to 12 weeks (60 days/480 hours), prorated according to assigned FTE, of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care; and

WHEREAS, employees must be actively employed with Ingham County as a full or part-time employee and must meet one of the following criteria:

- Have recently given birth to a child
- Recently become a legal parent/guardian of a child
- Have recently adopted a child or been placed with a foster child; and

WHEREAS, employees who are temporary, seasonal, or interns are not eligible for this benefit; and

WHEREAS, the attached draft Paid Parental Leave Policy establishes all of requirements, procedures, and processes associated with the policy.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the new Paid Parental Leave Policy, which shall take effect upon the date Resolution #24-214 was approved.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County and Elected Officials and the Courts that choose to participate.



INGHAM COUNTY POLICY

Name:	Paid Parental Leave	Policy #:	
Category:	General Administration	Effective Date:	08/27/2024
Last Reviewed:		Last Revised:	
		Next Review:	
Applicable To:	All Ingham County Operations		

1. POLICY

The Ingham County will provide up to 12 weeks (60 days/480 hours), prorated according to assigned FTE, of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

2. PURPOSE

The purpose of paid parental leave is to enable an employee to care for and bond with a newborn, newly adopted, or newly placed child. This policy will run concurrently with The Family and Medical Leave Act (FMLA) leave, as applicable.

3. DEFINITIONS

Recent: within the last 30 days after the effective date of the policy.

Child: person under the age of 18.

4. PROCEDURE

4.1. **Eligibility Requirement:** Employees must be actively employed with Ingham County as a full or part-time employee. Employees who are temporary, seasonal or interns are not eligible for this benefit.

4.2. In addition, employees must meet one of the following criteria:

1. Have recently given birth to a child.
2. Recently become a legal parent/guardian of a child.
3. Have recently adopted a child or been placed with a foster child.

Once eligibility has been met, the employee may be approved for parental leave time.

4.3. Request for Paid Parental Leave

1. The employee will complete the Paid Parental Leave form and submit to the human resource (HR) department with notice of the request for parental leave at least 90 days prior to the proposed date of the leave, or as soon as possible if unforeseen.
2. The employee is required to submit documentation to substantiate the request.

4.4. Amount, Time Frame and Duration of Paid Parental Leave

1. Eligible employees will receive a maximum of 12 weeks (60 days/480 hours), prorated according to their assigned FTE, of paid parental leave per birth, adoption or placement of a child/children occurring within the 12-month period of the date of eligibility. If a multiple

- birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) this does not increase the 12 weeks (60 days/480 hours) total amount of parental leave granted.
2. Parental leave may be requested to be used during the 12-month period immediately following the birth, adoption or placement of a child with the employee. This leave time may not be used or extended beyond the 12-month time frame.
 3. In situations where Ingham County employs both parents of a newborn/adopted/placed child, each parent may have the stated amount of paid parental leave under this policy, in coordination with the organization to assure efficient operations.
 4. Each hour of paid parental leave is compensated at the employee's regular, hourly rate. Parental Leave time will not be counted as hours worked for overtime purposes.
 5. Parental leave time does not have to be taken all at once but must be used within the 12-month time frame. Any unused parental leave will be forfeited at the end of the 12-month period from the effective date of eligibility. Employees must work with their supervisor for intermittent leave schedules.
 6. Upon termination of employment, an employee will not be paid for any unused parental leave time and an employee may not use parental leave during the termination notice period, as that time is needed to coordinate and transition organizational operations.

4.5. Coordination with Other Policies

1. Paid Parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child or due to adoption or foster care, the parental leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid be granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
2. After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) may be compensated through employees' accrued sick time and annual leave time, as outlined in Collective Bargaining Agreements and policies. Upon exhaustion of accrued sick and annual leave time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA. Employees who have exhausted paid leave time may request sick leave donations in accordance with County policy.
3. An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.
4. The employee and Ingham County will maintain all elected benefits during the paid parental leave period just as if they were taking any other leave.
5. Employees will remain responsible for any employee premiums, contributions, or other required deductions.
6. If a designated holiday occurs while the employee is on paid parental leave, the holiday will be paid as holiday pay, and the parental leave day is extended up to the maximum eligible time of 12 weeks 60 days/480 hours).
7. While on paid parental leave, an employee is not eligible for inclement weather pay.
8. As with all other leaves, employees on leave shall not have any other employment with any other entity that conflicts with the need for parental leave.

Coordination with Other Policies

5. REFERENCES/ATTACHMENTS

FMLA Statute

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: September 18, 2024
SUBJECT: Resolution to Allocate Remaining ARPA Funds
For the meeting agendas of December 3 and 4, 2024

BACKGROUND

U.S. Treasury requires that all ARPA funds be allocated and obligated by December 31, 2024. There are still some funds that are unallocated, including \$351,412.51 that were held back to cover any cost overruns in various ARPA projects and \$415,000 for a fiber engineering and installation with Western Tel-Com (Resolution #23-564) that we were not able to get under contract in time to meet the ARPA deadline. This leaves us a total of \$766,412.51 that would need to be re-allocated.

We recommend the following allocations:

- \$13,000 COVID Sick Leave – this will get us through the end of the program, 12/31/2024
- \$753,412.51 for the Visiting Judge Program

The Visiting Judge Program (VJP) was approved as a three-year program, June 2022-June 2025, with a total approved expenditure of \$2,602,228. To date, \$2,796,717.78 has been expended, due to increased personnel costs and the acquisition of the 426 S. Walnut property for \$935,000. The addition of the \$753,412.51 will allow the VJP to continue to operate for the full three-year term.

ALTERNATIVES

The ARPA funds could be allocated to a different project.

FINANCIAL IMPACT

ARPA funds, no General Fund.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTIONS #22-212 AND #23-564 AND TO ALLOCATE
REMAINING ARPA FUNDS BY DECEMBER 31, 2024**

WHEREAS, Ingham County received \$56,796,438 in American Rescue Plan Act (ARPA) funds; and

WHEREAS, ARPA funds are required by the U.S. Department of Treasury to be obligated by December 31, 2024; and

WHEREAS, \$766,412.51 remain unallocated, \$351,412.51, which was reserved for possible project overages, and \$415,000 for a County fiber engineering and installation project with Western Tel-Com (Resolution #23-564), which has been cancelled; and

WHEREAS, two existing ARPA projects would benefit from additional funding:

- \$13,000 COVID Sick Leave (Resolution #22-053)
- \$753,412.51 for the Visiting Judge Program (Resolution #22-212); and

WHEREAS, COVID Sick Leave, approved with no defined expenditure, currently has \$989,790.39 expenditures to date; and

WHEREAS, allocating an additional \$13,000 to COVID Sick Leave will ensure adequate funding through December 31, 2024, which is when the program ends; and

WHEREAS, the Visiting Judge Program was approved as a three-year program, June 2022-June 2025, with a total approved expenditure of \$2,602,228; and

WHEREAS, current expenditures in the Visiting Judge Program are \$2,796,717.78 due to increased personnel costs and the acquisition of the 426 S. Walnut Street property for \$935,000 and

WHEREAS, allocating an additional \$753,412.51 to the Visiting Judge Program will help offset the cost of the property purchase and provide adequate funding for the project to run the proposed three-year term.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the following actions with regard to ARPA funding:

- Cancel Resolution #23-564, Resolution to Approve Fiber Engineering and Construction from Western Tel-Com
- Amend Resolution #22-212, Resolution to Approve American Rescue Plan Funds for the 30th Circuit Court Visiting Judge Program by allocating \$415,000 from Resolution #23-564 and \$338,412.51 from unallocated ARPA funds
- Allocate remaining unallocated ARPA funds in the amount of \$13,000 to COVID Sick Leave

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

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.

DATE: November 19, 2024
TO: Finance and Liaison Committees
FROM: Michael A. Townsend, Budget Director
RE: Fourth Quarter 2024 Budget Adjustments, and the Contingency Fund Update.

Enclosed please find the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year 2024. The total increase to the General Fund is \$0.

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

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2024 Budget.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$94,784. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2024 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2024 Budget on October 24, 2023 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2024 Ingham County General Fund budget at \$105,448,652.

Ingham County

General Fund - Budget v. Actual Report

Year to Date as of September 30, 2024

	Amended Budget (Unaudited)	Actual	Percentage
Revenues			
Taxes	\$ 64,650,121	\$ 66,011,069	102.11
Grant Revenue	4,955,731	4,219,254	85.14
State Revenue	10,624,061	5,618,169	52.88
Register of Deeds Revenue	1,789,000	1,010,730	56.50
Police Contract	3,494,239	2,784,918	79.70
Indirect Costs	1,603,207	1,325,943	82.71
Investment earning/(loss)	1,400,000	762,923	54.49
Transfer In from Other Funds	4,510,613	986,893	21.88
Carryover Surplus Used	1,007,644	-	-
Other	11,014,036	12,673,005	115.06
Total Revenues	\$ 105,048,652	\$ 95,392,903	90.81
Expenditures			
Wages & Fringes	55,535,822	47,219,791	85.03
Supplies & Postage	2,255,998	1,799,258	79.75
Contractual Services	5,347,823	4,146,713	77.54
Building & Equip Maintenance	1,011,753	781,208	77.21
Drain Assessment	889,579	849,535	95.50
Utilities and Telephone	1,249,604	973,788	77.93
IT Services	3,337,865	2,937,740	88.01
Other Expenditures	8,247,997	6,370,525	77.24
Transfers Out to Other Funds	25,892,411	21,574,406	83.32
Contingency	176,784	-	-
Capital Outlay	1,103,016	1,340,108	121.49
Total Expenditures	\$ 105,048,652	\$ 87,993,071	83.76
Revenues less expenditures	\$ -	\$ 7,399,832	