

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
DALE COPEDEGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFFER

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
DIANNE HOLMAN
DALE COPEDEGE
MARK GREBNER
DONALD VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 1, 2009 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

NOTE CHANGE IN TIME

Agenda

Call to Order

Approval of the [November 17, 2009 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews
 - a. Equal Opportunity Committee
 - b. Historical Commission

2. 55th District Court – Request to [Waive Hiring Freeze](#) and Hiring Delay for Chief Probation Officer and Backfill a Vacant Probation Officer Position Created from Filling the Chief Probation Officer Position with an Existing Probation Officer from the Court

3. Drain Commissioner - Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District [2010 Bonds](#)

4. Ingham County Treasurer
 - a. Resolution Approving an Additional Tax Forfeiture/Foreclosure [Coordinator](#) Position in the County Treasurer's Office
 - b. [In-State Travel](#) Notification
 - c. [Out-of-State Travel](#) Notification

5. Agricultural Preservation Board
 - a. Resolution Authorizing a One Year Contract Extension with [Sheridan](#) Land Consulting to Provide Technical Assistance to the Ingham County Agricultural Preservation Board
 - b. Resolution to Adopt an Ordinance Amending the Ingham County Farmland Purchase of Development Rights [Ordinance](#)

6. Economic Development Corporation
 - a. Resolution Approving the 2009 Amendment to the [Brownfield](#) Redevelopment Plan for Ingham County Land Bank Authority Parcels in Lansing City Only
 - b. Resolution Designating [Recovery Zone](#) Bond Allocations (*Attachment to be distributed at meeting*)

7. Ingham County Fair Board - Resolution Authorizing an Amendment to the Lease Agreement with [Crest View Horse Tack Shop](#) at the Ingham County Fairgrounds
8. Ingham County Parks and Recreation Commission - Resolution Authorizing the Acceptance of a \$1,625.00 Risk Avoidance Program ([RAP](#)) Grant Award for a Hawk Island Larceny and Damage Reduction Project from the Michigan Municipal Risk Management Association (MMRMA)
9. Management Information Services Department – Resolution to Approve Entering into an Agreement with the [FD Hayes Electric Company](#) for Data and Voice Wiring Services
10. County Services Committee
 - a. Resolution Honoring [Dr. Martin Luther King, Jr.](#)
 - b. Resolution to Amend the [Board Rules](#) to Change the Time of the Board of Commissioners’ Meetings
11. Controller/Administrator’s Office
 - a. Resolution Approving [Various Contracts](#) for the 2010 Budget Year
 - b. Resolution Authorizing Adjustments to the 2009 Ingham County Budget and Authorizing the Controller to Make Year End [Budget Adjustments](#)
 - c. Request to [Waive Hiring Delay](#)
12. Board Referral
 - a. Letter from the [City of East Lansing](#) Regarding Recovery Zone Bonds for the City Center II Project
 - b. Letter from the [City of Mason](#), Notifying the County that it is Withdrawing its Request for Recovery Zone Bond Funding

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

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

COUNTY SERVICES COMMITTEE
November 17, 2009
Minutes

Members Present: Victor Celentino, Carol Koenig, Dianne Holman, Dale Copedge,
Mark Grebner, Don Vickers and Board Chairperson Debbie De Leon

Members Absent: None

Others Present: Becky Bennett, Matt Myers, Tony Lindsey, Janiel Valentine, Rick Terrill,
Mike Pathfinder, Willis Bennett, Tonja Collar, Larry Collar, Art Nott,
Tom Shewchuk, Erin Gallaway, Cynthia Brown, Sally Auer, Shelby Bupp,
Steve Dougan, and others.

The meeting was called to order by Chairperson Celentino at 7:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 2, 2009 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE NOVEMBER 2, 2009 MINUTES AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner, Comm. Koenig

Additions to the Agenda

10. Resolution Congratulating Faith Fellowship Baptist Church on the Event of their 10th Anniversary

The following item was pulled from the agenda:

8. Controller/Administrator's Office – Resolution Approving Various Contracts for the 2010 Budget Year

(Comm. Grebner arrived at 7:02 p.m.)

Limited Public Comment

Sally Auer addressed the committee concerning "bumping" in the prosecutor's office resulting in reduced compensation to some employees. She raised objection to extra money being given to the Women's Center while some of the employees are experiencing reduced pay.

Tonya Collar from Aurelius Township spoke in opposition to the proposed increase in pay to the commissioners.

Art Nott of Delhi Township spoke in opposition to the proposed increase to commissioners' compensation.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Sheriff's Office - Resolution to Accept a 2009 State of Michigan JAG Grant Subcontract for an Ingham County Sheriff's Deputy Position with Tri-County Metro Narcotics Unit

3. Parks and Recreation Commission
 - a. Resolution to Accept a \$908.68 Risk Avoidance Program (RAP) Grant Award for Parks and Recreation Alert Frisbees from the Michigan Municipal Risk Management Association (MMRMA)
 - b. Resolution Authorizing the Purchase of a Mobile Squeeze Cage for the Potter Park Zoo
 - c. Resolution to Authorize a Michigan Community Service Commission AmeriCorps Grant Position Placement for the Parks Department

5. Facilities Department – Resolution to Add the Ingham County Family Center (ICFC) to the Current Contract with Dietz Janitorial Services, Inc. (Resolution #07-116) for Cleaning Services

6. Human Resources Department – Resolution Approving a Collective Bargaining Agreement with the FOP Supervisory Officers

7. Management Information Services Department
 - a. Resolution to Consent to an Assignment of Three Current Agreements with Analysts International Corporation to Netarx, LLC
 - b. Resolution to Approve the Renewal of the Agreement for the AT&T Circuit Between the Ingham County Sheriff's Office and Delhi Township

10. Resolution Congratulating Faith Fellowship Baptist Church on the Event of their 10th Anniversary

MOTION CARRIED UNANIMOUSLY. Absent Comm. Koenig

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent Comm. Koenig

2. Ingham County Treasurer – Property Tax Foreclosure Process Annual Report

The Treasurer was not present to comment on the report.

3. Parks and Recreation Commission
 - d. Limited Smoking Areas in Ingham County Parks

Parks Director Willis Bennett reviewed with the committee the resolution passed by the Parks and Recreation Commission, which bans smoking from designated areas in the three major parks. The specific areas include the children's play areas and within 100 feet of children's play

areas, the beach areas, including the turf where people lay out with their children, the concession areas, and the Splash Pad at Hawk Island Park. He stated a large number of guests have raised concerns regarding smoking at the parks. The commission has addressed some of those concerns in this resolution, with the new regulations to be in effect immediately.

Comm. Vickers commented on enforceability and suggested going one step further and banning smoking entirely.

Mr. Bennett stated that he is losing his park police at the end of the year so it will be hard to enforce any of the rules; however the public is pretty responsive to the direction of uniformed park employees. The areas will be designated very clearly and the new rules will be added to the existing signs showing rules for those areas.

Comm. Vickers asked about drinking alcohol in the parks. Mr. Bennett stated that you cannot drink alcohol on the beaches but it is permitted in certain specific shelters. This will not change. This will not ban smoking in the shelters.

(Comm. Koenig arrived at 7:19 p.m.)

- e. Discussion - Requesting the Parks Director to Develop a Strategy Allowing Ingham County Parks to Remain Open During the County's 2010 Furlough Days

Mr. Bennett explained the rationale behind the request to allow the parks to remain open during the furlough days designated for 2010. He stated that the three days between Christmas and New Year's are typically high volume days for the parks, and closing the parks on these days would result in a potential loss of revenue from gate fees, concessions, and equipment rentals. He noted that the county would not experience additional costs by changing park employees' furlough days because these days would be taken off in another part of the year.

Mr. Bennett answered questions about what days might be better for park closing

Comm. Vickers expressed that the parks employees should take the same furlough days as other employees.

Dr Myers asked the committee to consider that this was negotiated with the unions as something beneficial to the employees; that the employees were willing to give up the equivalent to 24 hours of pay and in return, get a week's vacation.

Mr. Bennett remarked that his field personnel work varying schedules seven days a week, and with the exception of office workers, would not be getting the full week off.

Dr. Myers stated that if we do this for the parks, we might have to do it for other departments. He stated that if we send a message to the public, they will adapt. In the years to come we may have to close the parks for greater periods of time.

Comm. Grebner stated that we would be refining the furlough days if we allowed these to be different for different departments; and this is mandatorily subjected to collective bargaining.

4. Health Department – Request to Waive Hiring Freeze and Hiring Delay for Vacant Deputy Health Officer for Community Health Care Services Position

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. COPELAGE, TO APPROVE THE REQUEST TO WAIVE HIRING FREEZE AND HIRING DELAY FOR VACANT DEPUTY HEALTH OFFICER FOR COMMUNITY HEALTH CARE SERVICES POSITION.

Dr. Sienko commended the accomplishments of Dr. Fournier, and expressed the importance of maintaining a qualified person in this critical position. He stated that the department intends to hire Bruce Bragg in the interim because he is familiar with the system and capable of running this complicated, financially-diverse operation. The temporary position is would be half time. The permanent, full time position has been posted, and Dr. Sienko predicted the earliest it would be filled would be mid-January.

MOTION CARRIED UNANIMOUSLY.

9. County Services Committee – Resolution Authorizing Adjustments to Commissioners' Compensation

Comm. Grebner stated that the substitute proposed by Peter Cohl wipes out all the innovative ideas in the original resolution, and requested a written opinion by Mr. Cohl. Comm. Grebner expressed that he believes there are other counties that are doing exactly what Mr. Cohl is telling us we can't do, and this needs to be investigated.

Dr. Myers replied that Peter Cohl's email stated that he and Dave Stoker researched it thoroughly and did not believe commissioners could have different rates of pay for doing the same job.

Comm. Grebner noted that over his tenure on the Board, he has fought for increases in commissioners' pay, and lost almost continually; it is never a good time to ask for more money. As a result, after inflation, commissioners' pay has been cut by 50% over the last 30 years.

Comm. Grebner explained the rationale behind a graduated pay scale for commissioners is to provide an incentive and reward for longevity in office. He described the wealth of experience and connections that were lost when long-time commissioners left office, and with the current life-span of a commissioner being, on the average six years, this is not enough time to build sufficient influence, knowledge, and expertise. He stressed the importance of having experienced board members who are alert to possible disasters.

Comm. Koenig remarked that it does seem unfair that the position does not keep up with inflation.

Chairperson Celentino noted that these are part-time positions, not structured as full time. He stated that when all is said and done, a chair of a committee makes between \$15,000 and \$17,000 a year for this part-time position. He also stated that not everybody gets pay increases to adjust for inflation.

Comm. Holman stated that she sees a political position as different from a job, more as a public servant and citizen representative, and everyone gets the same pay regardless if you've been in office one year or ten. She remarked that it isn't the pay that keeps people in, it is so small that it is almost volunteer compensation; rather, the difficulty is having to run and campaign every two years.

Comm. Vickers expressed that lack of time on the Board doesn't necessarily equate to lack of experience. He pointed out that the difference in pay between 2011 and 2012 in the current resolution amounts to approximately thirty cents a day before taxes. He stated that he will vote no on this; that this is not a good time to ask for more when we are cutting back in so many other ways. He stated that he is also opposed to the notion of steps in compensation.

Comm. Grebner stated that he would like to move to table this now, in order to get an opinion from Mr. Cohl, and asked that the controller come back and tell the committee about our options.

Chairperson Celentino replied that it would not be before January; there is only one more meeting left this year.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO COMMISSIONERS' COMPENSATION.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO TABLE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO COMMISSIONERS' COMPENSATION.

MOTION TO TABLE CARRIED. Comm. Vickers and Comm. Celentino voted no.

Announcements

Chairperson Celentino announced that the December 1st County Services meeting will be held at 6:00 p.m. in order to complete interviews.

Comm. Vickers announced the EDC meeting next Monday at 6 pm at the Hilliard Building.

Public Comment

Sally Auer stated that, while she appreciates the hard work and dedication of the Board, it has also been a long time since the employees wages have kept up with inflation.

The meeting adjourned at approximately 8:18 p.m.

Respectfully submitted,

Mary Waller

MEMORANDUM

TO: County Services Committee

FROM: Honorable Thomas P. Boyd

DATE: November 16, 2009

SUBJECT: Request to Waive Hiring Freeze and Hiring Delay for Chief Probation Officer and Backfill a Vacant Probation Officer Position Created from Filling the Chief Probation Officer Position with an Existing Probation Officer from the Court.

Beryl J. Frenger, Chief Probation Officer/Sobriety Court Coordinator, will be retiring from the 55th District Court after twenty years of service. Her position will become vacant on 12/10/09. Ms. Frenger's retirement announcement has allowed the court to analyze the role of the chief probation officer position. The chief probation officer position is vital to the probation department and the court. The position manages the daily operations of the probation department, which includes the supervision of five probation officers. The chief probation officer is actively engaged in case management and manages her own caseload. In addition, the position serves as a liaison between the court and the numerous service providers who provide rehabilitative services to defendants. Currently, the chief probation officer serves as the court's sobriety court coordinator. The chief probation officer position serves in an administrative capacity for the court. With limited administrative personnel, the court often relies on the chief probation officer to carry out various administrative functions for the court.

After analyzing the position, the court has decided to move the sobriety court coordinator duties to the sobriety court judge, The Honorable Donald L. Allen Jr. Shifting these duties will allow the chief probation officer to devote more time to caseload management and supervising the probation department.

The court intends to fill the chief probation officer position with an internal candidate, which will create a vacant probation officer position.

Currently, our probation department is managing a caseload of over 1,000 individuals. This work is normally divided between 3 regular Probation Officers and the Chief Probation Officer. Two other Probation Officers maintain a limited, intensive caseload of approximately 70 offenders in our Sobriety Court program.

Probation Officers fill a vital role in the criminal justice system in Ingham County. They are charged with ensuring compliance with court-ordered conditions of probation, including but not limited to counseling, testing, education and community service work. Most of the offenders have extensive and complex substance abuse addictions that drive their criminal behavior. In years past, many of these offenders would have been sentenced to jail, but because of the Court's primary focus on rehabilitation, these defendants were offered the opportunity of rehabilitation through an order of probation. It is through a rehabilitative program that defendants learn to become law abiding citizens and productive members of our community.

It is essential to fill the probation officer position in order for the Court to meet the areas of priority as established by the Board of Commissioners. These priorities include: supporting public safety, assuring judicial processing and providing appropriate sanctions for adult offenders. Our caseloads have grown to unprecedented levels. Currently, a probation officer is expected to oversee a caseload of approximately 275 defendants. Without the probation officer position, the caseload for a probation officer will exceed 400 defendants. This number of defendants is unmanageable and those areas of priority will be lost among the numbers. If the probation officer position is not filled, the only option available to the Court is punitive. The court would be ordering more defendants to serve time in an already overcrowded county jail.

Both positions (chief probation officer & probation officer) are fully funded in the 2010 general fund budget. The current chief probation officer is paid an annual salary of \$68,606 (step 5). The court intends to fill the position with an existing probation officer at a lesser rate of \$62,616 (step 3), amounting to a savings of approximately \$4,000. The step is determined by the collective bargaining agreement (ICEA – Court Professionals) in place. In turn, the court will hire a probation officer at the beginning rate \$47,907. The new probation officer will replace a probation officer being paid \$57,512 (step 5), amounting to a savings of approximately \$10,000. Total savings for 2010 is over \$15,000 when also taken into consideration the percentage of reduction in fringe benefits.

The Court respectfully request that County waive the hiring freeze and hiring delay for the vacant chief probation officer position and allow the court to backfill a probation officer position that will become vacant by promoting an existing probation officer to the chief probation officer position.

Cc: Honorable Donald L. Allen, Jr.
Tony Lindsey, Human Resources Director
Michael J. Dillon, Court Administrator

RESOLUTION STAFF REVIEW

DATE November 20, 2009

Agenda Item Title: Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District 2010 Bonds

Submitted by: Drain Commissioner

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

As a result of drain improvements made as a part of the Cook and Thorburn and Tributary Drains Watershed Improvements Project, the Drain Commissioner intends to provide funds to pay the costs of the project through the issuance of bonds. The principal of and interest on the Bonds will be paid from assessments to be made within the Drainage District.

The Resolution pledges the County's full faith and credit for the prompt payment of the principal of and interest on the Bonds. Should the Drainage District fail to pay principal and interest on the bonds when due, the County shall immediately advance sufficient monies from County funds, as a first budget obligation, to cover the costs. The pledge of the full faith and credit of the County to the Bonds reduces the cost of financing the Project.

The Drain Commissioner will provide the not-to-exceed amount at the Committee meeting as referenced in the Resolution.

Financial Implications:

In addition to the implications outlined above, should the County advance County funds pursuant to the pledge made in this Resolution, the amounts will be repaid to the County from assessments or reassessments made in the Drainage District.

The Resolution also authorizes the Chairperson of the Board of Commissioners, the County Treasurer and any other official of the County, or any one or more of them, to take all actions necessary or desirable for the issuance of the Bonds, and to execute any documents or certificates necessary to complete the issuance of the Bonds.

Other Implications:

None.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____
Staff recommends approval of the resolution.

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO COOK AND THORBURN
DRAIN DRAINAGE DISTRICT 2010 BONDS**

Resolution #09-

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on _____, 2009, at _____, local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

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

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Cook and Thorburn and Tributary Drains Watershed Improvements Project (the "Project") which are being undertaken by the Cook and Thorburn Drain Drainage District (the "Drainage District"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's Bonds in the amount of not-to-exceed \$_____ (the "Bonds") pursuant to Section 275 of the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made within the Drainage District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of Ingham County (the "County") for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

THEREFORE BE IT IS RESOLVED, the Board of Commissioners of the County of Ingham, Michigan:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

3. The Chairman of the Board, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds, and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including applications to the Michigan Department of Treasury, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules or regulations.

4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

RESOLUTION DECLARED ADOPTED.

Mike Bryanton
County Clerk
Ingham County

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I, Mike Bryanton, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _____ 2009, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of _____, 2009.

Mike Bryanton
County Clerk
Ingham County

RESOLUTION STAFF REVIEW

DATE November 20, 2009

Agenda Item Title: Resolution Approving an Additional Tax Forfeiture/Foreclosure Coordinator Position in the County Treasurer's Office

Submitted by: Ingham County Treasurer

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This Resolution will authorize the establishment of an additional Tax Forfeiture/Foreclosure Coordinator position effective January 1, 2010. The Treasurer has identified an expanded need to coordinate work for the significantly increasing volume of forfeitures and the increasing need for foreclosure prevention efforts that can best be performed by the designated positions.

Financial Implications:

The tax foreclosure process allows reimbursement of 80% of the staff's salary to the County.

Other Implications:

The Tax Forfeiture/Foreclosure Coordinator Position classification was analyzed and processed by the Human Resources Department.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING AN ADDITIONAL
TAX FORFEITURE/FORECLOSURE COORDINATOR POSITION
IN THE COUNTY TREASURER'S OFFICE**

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Treasurer took action in December of 2004 to assume the responsibility for Public Act 123 of 1999, the Delinquent Property Tax Foreclosure Act; and

WHEREAS, the Foreclosure Process provides for full cost recovery for the program including staff, legal, contract services and supplies, and the Treasurer is generating the additional funding necessary for this position in the Delinquent Tax Revolving Fund (Fund 516); and

WHEREAS, the Ingham County Treasurer has previously created a Property Tax Coordinator position to administer the requirements of PA 123 under the Treasurer's supervision; and

WHEREAS, the Treasurer has identified an expanded need to coordinate work for the significantly increasing volume of forfeitures and the increasing need for foreclosure prevention efforts that can best be performed by the designated positions; and

WHEREAS, the auction process and Land Bank have coordination needs with the foreclosed parcels and the Land Bank has budgeted staff cost to reimburse the County for 80% of the one Tax Forfeiture/Foreclosure Coordinator position; and

WHEREAS, the classification was analyzed and processed by Human Resources Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the establishment of an additional Tax Forfeiture/Foreclosure Coordinator position effective January 1, 2010.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments and position allocation list amendment in the Treasurer's 2010 Budget.

INGHAM COUNTY



IN-STATE OVERNIGHT TRAVEL NOTIFICATION

Date 11/19/09 _____

I (we) will attend the following conference.

TITLE OF CONFERENCE: Michigan Association of County Treasurers

LOCATION OF CONFERENCE: Book Cadillac, Detroit

DATES OF TRAVEL: 1/30/10 TO: 2/3/10

NAME OF ATTENDEE(S): Eric Schertzing, John Schlinker

TOTAL COST: \$600 hotel, plus mileage and some expenses (cash)

EXPENSES TO BE PAID BY: General Fund Non-General Fund

Submitted By: Eric Schertzing
(Print Name)

Ingham County: Treasury
(Name of Department)

REASON FOR TRAVEL:

2010 MACT winter conference. Treasurer Schertzing is President for 2010

Notes:

- (1) If available, attach a copy of the conference brochure to this form.
- (2) If applicable, attach airfare estimates and lodging charges.
- (3) Please complete the in-state travel notification form and forward to the appropriate Liaison Committee for approval, in advance of travel.

Travel Request: Is Authorized
Is Authorized but Not Funded
Is Denied

INGHAM COUNTY



OUT-OF-STATE TRAVEL REQUEST

Date 11/19/09 _____

I (we) would like to attend the following conference and request approval.

TITLE OF CONFERENCE: GFOA Winter Committee & Legislative

LOCATION OF CONFERENCE: _____ Washington D.C. _____

DATES OF TRAVEL: _____ 1/27/10 TO: 1/29/10

NAME OF ATTENDEE(S): _____ Eric Schertzing _____

TOTAL COST: \$500 _____

EXPENSES TO BE PAID BY: General Fund Non-General Fund

Submitted By: _____ Eric Schertzing _____
(Print Name)

Ingham County: _____ Treasury _____
(Name of Department)

REASON FOR TRAVEL:

In late 2008 I was appointed to a 3 year term on the Government Finance Officers Association (GFOA) National Cash Committee. This is my 2nd year.

This is an opportunity to set national Best Management Practices for Treasury functions and learn from peers. My involvement in Bank on Lansing/Michigan and the Asset Independence Coalition (VITA) are a result of my involvement on this committee.

Notes:

- (1) If available, attach a copy of the conference brochure to this form.
- (2) If applicable, attach airfare estimates and lodging charges.
- (3) Please complete the out of state travel request form and forward to the appropriate Liaison Committee for approval, in advance of travel.

Travel Request: Is Authorized
Is Authorized but Not Funded
Is Denied

RESOLUTION STAFF REVIEW

DATE November 20, 2009

Agenda Item Title: Resolution Authorizing a One Year Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Agricultural Preservation Board

Submitted by: Ingham County Agricultural Preservation Board

Committees: LE___ JD___, HS___, CS X, Finance X

Summary of Proposed Action: This Resolution authorizes a contract extension for one year between Ingham County and Sheridan Land Consulting, to provide technical assistance to the Ingham County Agricultural Preservation Board to implement the Purchase of Development Rights Ordinance.

The current contract with Sheridan Land Consulting will expire December 31, 2009. The Agricultural Preservation Board desires to continue the current arrangement with Sheridan Land Consulting through December 2010. The Agricultural Preservation Board will not be able to adequately implement the Purchase of Development Rights Ordinance without an extension of this contract for technical assistance.

Now that the Agricultural Preservation Board has a funding source, the consultant's scope of work will focus on implementation and administration of the purchase of development rights program. The proposed scope of services is attached.

Financial Implications: The amount of this contract for one year of service will not exceed \$52,438. Funding for this contract is included in the 2010 Budget.

Other Implications: This Resolution is consistent with the Board of Commissioners' priority – Promoting Environmental Protection and Smart Growth.

Staff Recommendation: MJM X JN ___ HH ___ TM ___ JC ___
Staff recommends approval of the resolution.

1. Services to be performed by the Consultant. The Consultant shall assist the Agricultural Preservation Board (APB) in identifying and performing the actions to be taken to implement the Ingham County Farmland Purchase of Development Rights (PDR) Ordinance, including:

- i. serving as a general resource to the APB;
- ii. attending all APB meetings;
- iii. serving as a liaison for the APB to the Ingham County Board of Commissioners (BOC);
- iv. assisting the APB in drafting and preparing resolutions, reports, and other documents for the Board of Commissioners;
- v. attending relevant Board of Commissioners meetings;
- vi. developing an application form(s) for applying to the Farmland PDR Program;
- vii. developing a system each year for ranking all eligible parcels that are submitted to the APB;
- viii. administering the application and selection processes for the program;
- ix. assisting landowners with the application process through closing;
- x. developing a model (standard) conservation easement(s) and any revisions to the model conservation easement(s);
- xi. recommending an appraisal method(s) for establishing the value of development rights of land (conservation easements);
- xii. obtaining appraisals (this will include working with a State Certified General Appraiser to provide necessary information and assistance. Consultant should accompany appraiser on all farm visits.);
- xiii. negotiating the purchase, including price, of conservation easements on behalf of the County;
- xiv. coordinating all contactors through bidding, selecting and completing work;
- xv. overseeing the closing and recording of conservation easements;
- xvi. developing a monitoring system for conservation easements;
- xvii. acquiring the data needed to improve the selection criteria for ranking parcels and the appraisal method(s);
- xviii. identifying and informing the APB of funding sources for farmland and open space preservation by PDR available from local, state, and federal governments and private sources;
- xix. applying for funds for farmland and open space preservation by PDR available from local, state, and federal governments and private sources;
- xx. preparing information on the PDR program for distribution or presentation to landowners, the general public and stake holders;
- xxi. working with the media to inform the public of the County PDR program;
- xxii. attending meetings, presentations, and other events relevant to the County PDR program;
- xxiii. providing an annual report on the program to the BOC; and
- xxiv. any other tasks assigned by the Ingham County APB within the scope of the County PDR Ordinance.

The Consultant would provide the same services to the Farmland and Open Space Preservation Board regarding the Open Space PDR Ordinance when the appropriate documents are adopted by the Board of Commissioners.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH
SHERIDAN LAND CONSULTING TO PROVIDE TECHNICAL ASSISTANCE TO THE
INGHAM COUNTY AGRICULTURAL PRESERVATION BOARD**

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

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Agricultural Preservation Board to oversee the Farmland Preservation Program; and

WHEREAS, the Board of Commissioners is under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland Purchase of Development Rights Ordinance through December 2009; and

WHEREAS, the Agricultural Preservation Board has recommended the contract with Sheridan Land Consulting to provide technical assistance be continued through December 31, 2010; and

WHEREAS, funding for this contract is included in the 2010 Ingham County Budget and will be derived from the Agricultural Preservation Millage dollars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall continue a contract with Sheridan Land Consulting in an amount not exceeding \$52,438, for technical assistance to the Ingham County Agricultural Preservation Board through December 31, 2010.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign contract documents consistent with this Resolution after approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 20, 2009

Agenda Item Title: Resolution to Adopt an Ordinance Amending the Ingham County Farmland Purchase of Development Rights Ordinance

Submitted by: Ingham County Agricultural Preservation Board

Committees: LE ____, JD ____, HS ____, CS __X, Finance __

Summary of Proposed Action:

This Resolution amends the Ingham County Farmland Purchase of Development Rights Ordinance to change the names of the Ingham County Agricultural Preservation Board and the Ingham County Farmland Preservation Fund.

The Ingham County Agricultural Preservation Board will be known as the Ingham County Farmland and Open Space Preservation Board; the Ingham County Farmland Preservation Fund will be renamed as the Ingham County Farmland and Open Space Preservation Fund.

Financial Implications:

No direct financial implications.

Other Implications:

The Ingham County Agricultural Preservation Board approved this name change at their September, 2009 meeting.

Staff Recommendation: MJM X JN __ TL __ TM __ JC __

Staff recommends approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT AN ORDINANCE AMENDING THE INGHAM COUNTY
FARMLAND PURCHASE OF DEVELOPMENT RIGHTS ORDINANCE**

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance (Ordinance #04-01) was adopted by the Board of Commissioners on July 27, 2004; and

WHEREAS, under Ordinance #04-01, the County established the Ingham County Agricultural Preservation Board, and the Farmland Preservation Fund; and

WHEREAS, the County is adopting a new Open Space Purchase of Development Rights Ordinance, to be administered by the Agricultural Preservation Board created under Ordinance #04-01, with funds to be deposited into the Farmland Preservation Fund created under Ordinance #04-01; and

WHEREAS, for reasons of efficiency and effectiveness, the Board of Commissioners desires to rename the Ingham County Agricultural Preservation Board as the Ingham County Farmland and Open Space Preservation Board, and to rename the Ingham County Farmland Preservation Fund as the Ingham County Farmland and Open Space Preservation Fund.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners shall adopt the Ordinance Amending the Ingham County Farmland Purchase of Development Rights Ordinance, attached and incorporated by reference as Exhibit 1 to this Resolution.

BE IT FURTHER RESOLVED, that the amended Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

INGHAM COUNTY BOARD OF COMMISSIONERS

ORDINANCE AMENDING THE INGHAM COUNTY FARMLAND PURCHASE OF DEVELOPMENT RIGHTS ORDINANCE

ORDINANCE NO. _____

An Ordinance to amend the Ingham County Farmland Purchase of Development Rights Ordinance to change the names of the Ingham County Agricultural Preservation Board and the Ingham County Farmland Preservation Fund.

THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:

Section 1. Amendment. The Ingham County Farmland Purchase of Development Rights Ordinance is amended by changing the name of the Ingham County Agricultural Preservation Board wherever it appears to the “**Ingham County Farmland and Open Space Preservation Board.**”

Section 2. Amendment. The Ingham County Farmland Purchase of Development Rights Ordinance is amended by changing the name of the Ingham County Farmland Preservation Fund wherever it appears to the “**Ingham County Farmland and Open Space Preservation Fund.**”

Section 3. Repeal. All ordinances or parts of ordinances inconsistent herewith are hereby repealed

Section 4. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 5. Effective Date. This Ordinance Amending the Ingham County Farmland Purchase of Development Rights Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

I, Mike Bryanton, Ingham County Clerk, certify that this Ordinance was adopted by the Ingham County Board of Commissioners and published in a newspaper of general circulation in the County on _____.

Mike Bryanton, Ingham County Clerk

Ingham County Board of Commissioners

Debbie De Leon, Chairperson

RESOLUTION STAFF REVIEW

DATE November 20, 2009

Agenda Item Title: Resolution Approving the 2009 Amendment to the Brownfield Redevelopment Plan for Ingham County Land Bank Authority Parcels in Lansing City Only

Submitted by: Economic Development Corporation

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This Resolution approves an amendment to the Brownfield Plan for Redevelopment of Ingham County Land Bank Fast Track Authority Parcels in Lansing.

The amended Plan, attached to the resolution as “exhibit A” (**attachment will be distributed at the meeting**) includes additional eligible properties that have come under the control of the Land Bank Authority.

Financial Implications:

The Plan provides for the use of tax increments on the properties to be reinvested into their remediation. These properties are dilapidated and with investment into rehabilitation, the Land Bank Authority will sell the properties and they will come back onto the tax rolls.

Other Implications:

The affected taxing jurisdictions have been notified of the proposed amendments. The County Brownfield Redevelopment Authority has reviewed these Plans and recommends approval.

The redevelopment of these properties will enhance the impact on the neighborhoods.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE 2009 AMENDMENT TO THE BROWNFIELD REDEVELOPMENT PLAN FOR INGHAM COUNTY LAND BANK AUTHORITY PARCELS IN LANSING CITY ONLY

WHEREAS, on November 13, 2001, pursuant to the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended (“the Act”), the Ingham County Board of Commissioners adopted Resolution #01-328 creating the Ingham County Brownfield Redevelopment Authority (the “ICBRA”), in order to promote the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the County; and

WHEREAS, the Board of Commissioners approved the Brownfield Plan for Redevelopment of Ingham County Land Bank Fast Track Authority Parcels in Lansing City Only (“the Plan”) on October 28, 2008 (resolution #08-291) in order to restore environmental and economic viability of those properties pursuant to the Act; and

WHEREAS, the ICBRA prepared and recommends for the Ingham County Board of Commissioners’ approval a 2009 amendment to that Plan that includes additional eligible properties that have come under the control of the Land Bank Authority; and

WHEREAS, the Board of Commissioners provided notices to the public and all taxing jurisdictions affected by the Plan at least twenty days before holding a public hearing, and provided reasonable opportunities to express views and recommendations about the Plan, in accordance with Sections 13(10) and 14(1) of the Act; and

WHEREAS, the Ingham County Board of Commissioners has determined the following:

- a. The Amended Plan meets the requirements in Section 13 of the Act;
- b. The proposed method of financing the costs of the eligible activities is feasible;
- c. The costs of eligible activities proposed are reasonable and necessary to carry out the purposes of the Act;
- d. The captured taxable value estimated to result from the Plan’s adoption is reasonable;
- e. The Plan, in accordance with the Act, constitutes a public purpose; and

WHEREAS, as a result of its review of the Plan and upon consideration of the views and recommendations of the City of Lansing, affected taxing jurisdictions and the public, the Ingham County Board of Commissioners desires to proceed with approval of the Plan.

THEREFORE BE IT RESOLVED, that pursuant to the authority vested in the Ingham County Board of Commissioners by the Act, and pursuant to and in accordance with the provisions of Section 14 of the Act, the Plan is hereby approved in the form attached as Exhibit “A” to this Resolution.

BE IT FURTHER RESOLVED, that should any section, clause or phrase of this Resolution be declared by the Courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid and all resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

RESOLUTION STAFF REVIEW

DATE November 20, 2009

Agenda Item Title: Resolution Designating Recovery Zone Bond Allocations

Submitted by: Economic Development Corporation

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This Resolution designates Ingham County's current allocations of Recovery Zone Economic Development Bonds and Recovery Zone Facility Bonds to facilitate the economic development projects, as identified in the attached list.

Financial Implications:

Ingham County has the following bonds available:

\$20.8 million Facility Bonds (Private)

\$13.8 million Development (Public)

The Economic Development Corporation voted unanimously to recommend distribution as follows:

- a. \$16,190,000 in Facility Bonds to the Accident Fund;
- b. \$ 4,692,000 in Facility Bonds to Eastwood Phase II;
- c. \$ 9,000,000 in Development Bonds to Eastwood Phase II; and
- d. \$ 4,855,000 in Development Bonds reserved for the Ingham County 911 Center

Other Implications:

If Ingham County is given additional allocations of Recovery Zone Bonds, then applications received after November 20, 2009 will be reviewed and ranked in with project applications not granted allocations by this Resolution, and the Ingham County Board of Commissioners will issue additional allocations of Recovery Zone Bonds using the ranked project lists created and amended with this Resolution.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DESIGNATING
RECOVERY ZONE BOND ALLOCATIONS**

WHEREAS, the Ingham County Board of Commissioners has established the entire Ingham County as a Recovery Zone (Resolution #09-359) effective October 27, 2009 in order to be able to issue Recovery Zone economic development and Recovery Zone Facility Bonds to facilitate Economic Development; and

WHEREAS, the Board of Commissioners supported the Ingham County Economic Development Corporation application process (Resolution #09-381 of November 10, 2009) and encouraged eligible parties to apply for Ingham County's allocations of Recovery Zone Bond financing; and

WHEREAS, the Ingham County Economic Development Corporation accepted project applications for Recovery Zone Bonds that were submitted by the first due date of November 20, 2009, reviewed those projects based on their response to application questions including descriptions of the proposed project, its financing, economic impacts, its benefits to the community, its sustainable or environmentally considerate activities and its impacts on county tax revenues; and

WHEREAS, the Ingham County Economic Development Corporation has recommended the attached rank order of applications to be provided Ingham County's allocations of Recovery Zone Bonds.

THEREFORE BE IT RESOLVED, that pursuant to the authority vested in the Ingham County Board of Commissioners by sections 1400 U-1 through 1400 U-3 of the Internal Revenue Code of 1986 as amended to issue Recovery Zone Bonds, the Ingham County Board of Commissioners hereby designates the Ingham County current allocations of Recovery Zone Economic Development Bonds and Recovery Zone Facility Bonds to facilitate the economic development projects as recommended by the EDC and identified in the attached list as follows:

- a. \$16,190,000 in Facility Bonds to the Accident Fund;
- b. \$ 4,692,000 in Facility Bonds to Eastwood Phase II;
- c. \$ 9,000,000 in Development Bonds to Eastwood Phase II; and
- d. \$ 4,855,000 in Development Bonds reserved for the Ingham County 911 Center.

BE IT FURTHER RESOLVED, that if Ingham County is given additional allocations of Recovery Zone Bonds, then applications received after November 20, 2009 will be reviewed and ranked in with project applications not granted allocations by this Resolution, and the Ingham County Board of Commissioners will issue additional allocations of Recovery Zone Bonds using the ranked project lists created and amended with this Resolution.

Agenda Item 7

RESOLUTION STAFF REVIEW

DATE November 20, 2009

Agenda Item Title: Resolution Authorizing an Amendment to the Lease Agreement with Crest View Horse Tack Shop at the Ingham County Fairgrounds

Submitted by: Ingham County Fair Board

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This Resolution authorizes an amendment to the lease with Edward and Marilyn Taylor, doing business as Crest View Tack Shop, to extend the term of their lease through December 31, 2011.

Financial Implications:

Rent for the premises is established at \$3,000 per year (\$250 per month) effective January 1, 2010.

Other Implications:

None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE LEASE AGREEMENT
WITH CREST VIEW HORSE TACK SHOP AT THE INGHAM COUNTY
FAIRGROUNDS**

WHEREAS, pursuant to a lease agreement dated August 13, 1982, the Ingham County Board of Commissioners, upon the recommendation of the Fair Board, authorized the construction of a pole barn structure to be used by a private vendor for the purpose of selling various horse supplies; and

WHEREAS, the current vendor is Edward and Marilyn Taylor, with a lease beginning April 15, 2004 and ending March 31, 2007; and

WHEREAS, the current vendor has leased the premises on a month to month basis since March 31, 2007; and

WHEREAS, the Fair Manager has negotiated an amendment to the lease extending the term and setting the rent for the premises be established at \$3,000 per year (\$250 per month); and

WHEREAS, the Fair Board is recommending that the proposed extension and amendment of the lease agreement be approved.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the lease with Edward and Marilyn Taylor, doing business as Crest View Tack Shop, to extend the term of the lease through December 31, 2011.

BE IT FURTHER RESOLVED, that rent for the premises is established at \$3,000 per year (\$250 per month) effective January 1, 2010.

BE IT FURTHER RESOLVED, that all other terms and conditions in the lease agreement shall remain unchanged.

BE IT FURTHER RESOLVED, the Board Chairperson and County Clerk are authorized to sign the amendment to the lease as prepared by the County Attorney.

Agenda Item 8

RESOLUTION STAFF REVIEW

DATE

November 20, 2009

Agenda Item Title: Resolution Authorizing the Acceptance of a \$1,625.00 Risk Avoidance Program (RAP) Grant Award for a Hawk Island Larceny and Damage Reduction Project from the Michigan Municipal Risk Management Association (MMRMA)

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS__X, Finance __X

Summary of Proposed Action:

The Ingham County Parks Department was offered the chance to participate in a grant opportunity with the Mid-Michigan Risk Management Association. The Association provided two separate surveillance camera systems to be used in an effort to deter future larceny and damage to park property. These surveillance cameras record late night incidents in progress and increase the Parks Department's ability to prosecute criminals causing damage and possible harm to patrons and employees. Vandalism at Hawk Island Park has significantly decreased since the installation of these cameras.

Financial Implications:

These grant funds reimburse Ingham County Parks for one-half the cost of two surveillance camera systems in the amount of \$1,625.00.

Other Implications:

None.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____

Staff recommends approval of the resolution.

Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF A \$1,625.00
RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR A
HAWK ISLAND LARCENY AND DAMAGE REDUCTION PROJECT FROM
THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)**

WHEREAS, the Ingham County Parks Department was offered to participate in a grant opportunity with Michigan Municipal Risk Management Association (MMRMA); and

WHEREAS, the Michigan Municipal Risk Management Association awarded the Ingham County Parks Department a Risk Avoidance Program (RAP) Grant in the amount of \$1,625.00; and

WHEREAS, the grant funds will reimburse the Ingham County Parks Department for one-half the cost of two separate surveillance camera systems in an effort to deter future larceny and damage to park property; and

WHEREAS, these surveillance cameras record late night incidents in progress and increase the Parks Department's ability to prosecute criminals causing damage and possible harm to patrons and employees; and

WHEREAS, vandalism at Hawk Island Park has significantly decreased since the installation of these cameras; and

WHEREAS, this Resolution was supported by the Ingham County Parks and Recreation Commission at their November 2009 meeting with the passage of a resolution recommending the grant funds be accepted by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the grant funds from the Michigan Municipal Risk Management Association in the amount of \$1,625.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

RESOLUTION STAFF REVIEW

DATE November 24, 2009

Agenda Item Title: Resolution to Approve Entering into an Agreement with the FD Hayes Electric Company for Data and Voice Wiring Services

Submitted by: Management Information Services Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This Resolution authorizes entering into a three-year contract with the FD Hayes Electric Company for the purpose of on-going Telecommunications Data and Voice wiring for the County. FD Hayes will furnish and install new internal and external voice and data wiring on an as-needed basis.

Financial Implications:

Pricing is based on a fixed hourly rate for labor and fixed rate for materials. The contract with FD Hayes is for a period of three years with the option to renew for an additional two years.

Other Implications:

The MIS and Purchasing Department sought proposals through an RFP process and has recommended awarding the agreement to FD Hayes Electric. FD Hayes had the fourth lowest hourly labor rate, they have significant knowledge of the County's wiring environment, and have been the County's wiring vendor for the past five years. FD Hayes is a local vendor.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: November 23, 2009

SUBJECT: Bid Summary – Data and Voice Wiring

Project Description:

This project involves entering into a 3-year contract with a qualified and experienced vendor for the purpose of furnishing and installing new internal and external voice and data wiring on an as-needed basis.

Bid Summary:

Bidders Contacted: 20 Local: 8 Bidders Responding: 12 Local: 3

<u>Firm</u>	<u>Total Item Cost*</u>	<u>Hourly Rate</u>	<u>Local</u>
Advanced Networking	\$15.71	\$55.00	N – Detroit
Challenger Tech.	\$29.67	\$55.00	N – Jackson
Delta Electrical	\$21.79	\$60.15	N – Lansing (Clinton)
F.D. Hayes	\$17.93	\$58.00	Y – Lansing
GCC Tech.	\$26.69	\$65.00	Y – Mason
LVC Tech.	\$45.38	\$61.00	N – Auburn Hills
McPhee Electric	\$29.01	\$48.80	N – Charlotte
Netarx	\$24.91	\$62.00	N – Auburn Hills
PCT Security	\$14.19	\$65.00	N – Clinton Twp.
SER	\$45.01	\$65.00	N – Center Line
The DataCom Group	\$19.94	\$50.00	Y – Holt
Wiltec Tech.	\$15.31	\$65.00	N – Ann Arbor

*Total Item Cost – includes the total cost for individually quoted items such as cables/wire molding per foot, multi-mode fiber optic cable by the foot, connectors, etc.

Reasons cited by other local firms for not submitting a bid included not specializing in this type of work and currently working on other projects.

Advertisement:

The bid was advertised in the Lansing State Journal, the New Citizens’ Press, various construction news services, and posted on the Purchasing Department’s web page.

Recommendation:

Award to F.D. Hayes a 3-year contract with an option to renew for two additional years.

Prevailing Wage:

Contractor is required to comply with the County’s Prevailing Wage Policy.

INGHAM COUNTY

MIS Department

Tom Shewchuk, Director

P.O. Box 319 • Mason, MI 48854 • Phone: (517) 676-7373 • Fax: (517) 676-7396

November 23, 2009

To: County Services and Finance Committees
Subject: Telecommunications Data and Voice Wiring RFP

Dear Commissioners,

Recently MIS and the Purchasing department sought proposals from vendors for on-going wiring services. Our departments carefully reviewed 12 responses and after careful consideration chose FD Hayes Electric Company. Hourly pricing, company viability and knowledge of the Ingham County environment were the main factors in the decision making process. FD Hayes had the 4th lowest hourly labor rate, they have significant knowledge of our environment, and have been our wiring vendor for the past 5 years. Given these factors we felt FD Hayes would give Ingham County the best overall value not only for the short-term but also the long-term.

Thank you in advance for your consideration and please feel free to contact me with any questions or concerns.

Sincerely,

Tom Shewchuk

Agenda Item 9

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH THE FD HAYES ELECTRIC COMPANY FOR DATA AND VOICE WIRING SERVICES

WHEREAS, Ingham County has a need for on-going Telecommunications Data and Voice wiring; and

WHEREAS, Management Information Services (MIS) in conjunction with the Purchasing Department sought proposals; and

WHEREAS, an Evaluation Committee comprised of the MIS and Purchasing Departments reviewed the proposals, and after careful consideration and evaluation, the committee is recommending entering into a contract with the FD Hayes Electric; and

WHEREAS, the pricing is based on a fixed hourly rate for labor and fixed rate for materials; and

WHEREAS, the length of the contract is for a period of three years with the option to renew for an additional two years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a three-year contract with the FD Hayes Electric Company for the purpose of on-going Telecommunications Data and Voice wiring.

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 and the County Clerk are authorized to sign any contract documents consistent with this Resolution and approved as to form by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 18th of January, 2010 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

Agenda Item 10b

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING THE BOARD RULES TO CHANGE THE TIME OF THE
BOARD OF COMMISSIONERS' MEETINGS**

WHEREAS, the Board of Commissioners convene their meetings of the full Board at 7:30 p.m., with the exception of the organizational meeting, which begins at 6:00 p.m.; and

WHEREAS, the Board of Commissioners wish to amend the Board Rules to change the time of the Board of Commissioners' meetings from 7:30 p.m. to 7:00 p.m.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Board Rules Section I. BOARD MEETINGS - TIME & PLACE, Subsection to state that the Board of Commissioners shall convene their meetings at 7:00 p.m., with the exception of the organization meeting which will convene at 6:00 p.m.

Agenda Item 11a

RESOLUTION STAFF REVIEW

DATE November 18, 2009.

Agenda Item Title: Resolution Approving Various Contracts for the 2010 Budget Year

Submitted by: Controller/Administrator's Office

Committees: LE X JD X , HS X , CS X, Finance X

Summary of Proposed Action: This resolution will approve the attached list of contracts for the 2010 budget year. The list consists only of contracts that are included in the 2010 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

Financial Implications: All listed contracts are included in the 2010 Adopted Budget.

Other Implications: In the past, a limited amount of contract renewals have been included in the annual appropriations resolution. With the amendment of the county contract approval process authorized by Resolution #09-095, which reduced the maximum amount allowed for short form authorizations from \$25,000 to \$5,000, it was decided to expand this list and have the Board of Commissioners consider these contracts as a separate resolution. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

This resolution was presented at the previous round of liaison committees, and no action was taken pending additional information. The attachments have been amended to include begin and end dates of contracts, origination date (where available) and funding source. The attachments have also been reformatted as requested.

Staff Recommendation: MJM JN TL TM X JC
Staff recommends approval of this resolution.

Agenda Item 11a

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2010 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2010 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller/Administrator that: 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

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

SUMMARY OF CONTRACTS BY COMMITTEE

Committee	2009 COST	2010 PROJECTED	Proj. Increase over	% Increase over 2009
County Services	\$769,644	\$827,365	\$57,721	7%
Human Services	\$3,708,125	\$3,700,015	-\$8,110	0%
Judiciary	\$2,702,001	\$3,029,143	\$327,142	12%
Law Enforcement	\$216,823	\$220,312	\$3,489	2%
TOTAL	\$7,396,593	\$7,776,835	\$380,242	5%

REVENUE CONTRACTS

DEPARTMENT	2009 COST	2010 PROJECTED	Proj. Increase over	% Increase over 2009
County Services	\$124,073	\$121,693	-\$2,381	-2%
Human Services	\$27,983	\$38,027	\$10,044	36%
Judiciary	\$22,975,079	\$22,972,556	-\$2,523	0%
Law Enforcement	\$4,602,831	\$4,506,948	-\$95,883	-2%
TOTAL	\$27,729,966	\$27,639,224	-\$90,743	0%

COUNTY SERVICES COMMITTEE

NOTE: PMA designates contract as a Preventative Maintenance Agreement.

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT (See NOTE)	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
1	Board of Commissioners	Capital Area Rail Council	Annual Agreement with Capital Area Rail Council	Jan-10	Dec-10	\$2,350	\$2,350	\$0	0%		General Fund
2	Clerk	Tyler Technologies	PMA - Licensing and Support Agreement for Vital Records System	Oct-10	Sep-11	\$17,685	\$19,450	\$1,765	10%		General Fund
3	Economic Development	MSU Extension	Salary + all Benefits Econ Development and Brownfield administration by S. Pigg	Dec-09	Nov-10	\$82,074	\$82,074	\$0	0%	Dec-04	General Fund
4	Economic Development	D. Mitchell	Services for Business Sustainability	Mar-10	Mar-11	\$29,376	\$29,376	\$0	0%		General Fund
5	Facilities	Schindler Elevator	Maintenance & Inspection- GPB	May-10	May-11	\$5,685	\$5,969	\$284	5%	2004	General Fund
6	Facilities	Nelson Trane	PMA - Hilliard Bldg Chiller Service Agreement	Apr-10	Mar-11	\$5,110	\$5,366	\$256	5%	2004	General Fund
7	Facilities	Simplex Grinnell	Test & Inspect Fire Alarm System @ GPB	Jun-10	Jun-11	\$6,976	\$7,325	\$349	5%		General Fund
8	Facilities	Guardian Alarm	Building alarm monitoring for Hilliard and courthouse	Jan-10	Dec-10	\$25,584	\$27,133	\$1,549	6%	2005	General Fund
9	Facilities HSB	Nelson Trane	PMA - McQuay Chiller test and inspect and maintain	May-10	Apr-11	\$9,500	\$9,975	\$475	5%		HSB Operating (1)
10	Facilities HSB	Safety Systems	Monitors building entry alarms	Jun-10	Jun-11	\$17,100	\$17,955	\$855	5%	2004	HSB Operating (1)
11	Facilities HSB	Nelson Trane	Inspect, maintain and repair 2 rotary screw chillers	May-10	Apr-11	\$9,267	\$9,730	\$463	5%	2004	HSB Operating (1)
12	Facilities- Jail	Schindler Elevator	Elevator maintenance and inspection	Nov-09	Nov-10	\$8,977	\$9,426	\$449	5%	2004	General Fund
13	Facilities VMC	Otis Elevator	Elevator Maintenance & Inspection	Jan-10	Dec-10	\$16,271	\$17,085	\$814	5%	2007	VMC Operating (2)
14	Facilities VMC	Simplex Grinnell	Annual Test & Inspect fire alarm system	Jun-10	Jun-11	\$5,733	\$6,020	\$287	5%	2005	VMC Operating (2)
15	Facilities VMC	Smith's Detection	Inspect and maintain x-ray equipment	Jun-10	Jul-11	\$8,640	\$8,295	-\$346	-4%	2005	VMC Operating (2)
16	Fair	D & E Cleaning	Cleaning Community Hall & Office	Jan-10	Dec-10	\$13,000	\$10,000	-\$3,000	-23%	n/a	Fair Fund
17	Financial Services	Maximus	Cost allocation plan	Jan-10	Dec-10	\$10,000	\$10,000	\$0	0%	n/a	General Fund
18	MIS	Leibert	PMA - 3 yr Uninterrupted power supply	Oct-10	Sep-11	\$7,835	\$8,619	\$784	10%	Oct-07	Network Fund (3)
19	MIS	Munis OSDBA	PMA - OSDBA (Operating System Database Administrator) contract, database	Jun-10	Jun-11	\$15,000	\$16,500	\$1,500	10%	2004	MIS Fund (4)
20	MIS	Munis-GUI Support	PMA - GUI(Graphical User Interface Maintenance)	Jun-10	Jun-11	\$3,300	\$4,000	\$700	21%	2004	MIS Fund (4)
21	MIS	Munis	PMA - Financial/HR system	Jun-10	Jun-11	\$115,000	\$126,500	\$11,500	10%	2004	MIS Fund (4)
22	MIS	Novell	PMA - Netware & groupwise licenses-county	Oct-10	Sep-11	\$29,000	\$31,900	\$2,900	10%		Network Fund (3)
23	MIS	Numara	PMA - Track-IT Annual Maintenance	Jun-10	May-11	\$5,286	\$5,815	\$529	10%	Jun-09	Network Fund (3)
24	MIS	AT&T/IDS	Video Surveillance Maintenance VMC/GPB	Feb-10	Jan-11	\$10,000	\$11,500	\$1,500	15%		Network Fund (3)
25	MIS	VMWare	PMA - Annual Support	Feb-10	Jan-11	\$10,329	\$13,000	\$2,671	26%		Network Fund (3)

COUNTY SERVICES COMMITTEE

NOTE: PMA designates contract as a Preventative Maintenance Agreement.

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT (See NOTE)	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
26	MIS	AVI / FTR	PMA - Annual FTR (For The Record) software support for all courts and hardware support for Judge Gidding's court	Nov-09	Nov-10	\$7,000	\$7,700	\$700	10%	Nov-08	General Fund
27	MIS	ImageSoft	PMA - Imaging Application Maintenance	Dec-09	Nov-10	\$20,000	\$22,000	\$2,000	10%	2008	Network Fund (3)/IJIS Fund (5)
28	MIS-IJIGS	APS (E-Citation)	PMA - E-Citation Annual Support	Feb-10	Jan-11	\$7,500	\$9,000	\$1,500	20%	Feb-08	IJIS Fund (5)
29	MIS-IJIGS	ACS (Omni)	PMA - Jury Systems Maintenance	Sep-10	Aug-11	\$11,932	\$13,125	\$1,193	10%		IJIS Fund (5)
30	MIS-IJIGS	Lexis Nexis	PMA - Monthly Support	Sep-10	Aug-11	\$16,344	\$17,978	\$1,634	10%		IJIS Fund (5)
31	MIS-IJIGS	Maximus	PMA - CourtView 2000	Jan-10	Dec-10	\$130,000	\$143,000	\$13,000	10%		IJIS Fund (5)
32	MIS-IJIGS	Oracle	PMA - Database Silver Support	Feb-10	Feb-11	\$10,503	\$11,553	\$1,050	10%		IJIS Fund (5)
33	MIS-IJIGS	Webtechs	PMA - Annual Maintenance	Sep-10	Aug-11	\$12,000	\$13,200	\$1,200	10%		IJIS Fund (5)
34	MIS-IJIGS	Vista Solutions	PMA - Imaging Support (Split by MIS and IJIGS)	Aug-10	Aug-11	\$6,596	\$7,255	\$660	10%		Network Fund (3)/IJIS Fund (5)
35	MSU Ext	Michigan State Univ	Salary for Horticulture Educator	Feb-10	Jan-11	\$47,892	\$50,392	\$2,500	5%	Feb-81	General Fund
36	Parks	State of Michigan	Water tests	Jan-10	Dec-10	\$10,800	\$10,800	\$0	0%	N/A	General Fund
37	Parks	Ingham County Sheriff	Seasonal Officer Training	Jan-10	Dec-10	\$0	\$6,000	\$6,000	0%	N/A	General Fund
38	Potter Park Zoo	Ayles	Tree Trimming	Jan-10	Dec-10	\$20,000	\$20,000	\$0	0%		Zoo Millage
TOTALS:						\$769,644	\$827,365	\$57,721	7%		

REVENUE CONTRACTS

	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date
1	Equalization	State of Michigan	Annual Grant for Remonumentation Program	Jan-10	Dec-10	\$90,000	\$85,000	-\$5,000	-6%	
2	Human Resources	Tri-County Office on Aging	For HR consulting services Annual renewal since 2006	Jan-10	Dec-10	\$34,073	\$36,693	\$2,620	8%	2006
TOTALS:						\$124,073	\$121,693	-\$2,381	-2%	

Notes on Funding Sources:

- (1) HSB Operating Fund is funded by building tenants. Approximately 17% of this funding comes directly from the General Fund.
- (2) In the VMC fund, non-personnel items are funded 50% by the General Fund and 50% by the City of Lansing.
- (3) The Network Fund is funded by chargebacks to user departments.
- (4) The MIS Fund is funded by chargebacks to user departments.
- (5) The IJIS Fund is funded by chargebacks to user departments.

HUMAN SERVICES COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
1	Ingham County	Capital Area Transportation Authority (CATA)	Annual Renewal of Special Transportation Contract	Jan-10	Dec-10	\$3,645,925	\$3,629,065	-\$16,860	0%		Transportation Millage
2	Ingham County	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	Jan-10	Dec-10	\$25,000	\$33,750	\$8,750	35%		General Fund
3	Health Department	Volunteers of America	Homeless Day Center	Oct-09	Sep-10	\$30,000	\$30,000	\$0	0%		General Fund
4	Health Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Rd	Oct-09	Sep-10	\$7,200	\$7,200	\$0	0%		General Fund
TOTALS:						\$3,708,125	\$3,700,015	-\$8,110	0%		

REVENUE CONTRACTS

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date
1	Veteran Affairs	Michigan Veterans Trust Fund	Services provided for Ingham County Trust Fund	Oct-09	Sep-10	\$7,800	\$7,800	\$0	0%	
2	Veteran Affairs	Clinton County	Services provided to Clinton County	Jan-10	Dec-10	\$20,183	\$30,227	\$10,044	50%	
TOTALS:						\$27,983	\$38,027	\$10,044	36%	

JUDICIARY COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
1	Circuit Court	TEL/Thalner	Technology support for the Courtrooms (excluding Courtrooms 1 and 2)	Jan-10	Dec-10	\$20,000	\$23,000	\$3,000	15%	Jan-01	General Fund
2	Family Court	MSU Psychology Department	Diversion program - Reduces days/cost for out of home care.	Oct-09	Sep-10	\$168,361	\$163,449	-\$4,912	-3%		50% GF/50% State of MI
3	Family Court	Peckham Inc., Footprints Group Home	Short term female residential. NOTE: JJM Fund.	Oct-09	Sep-10	\$447,319	\$433,679	-\$13,640	-3%		50% JJM/50% State of MI
4	Family Court	Clarinda Group Home	Female transition from long term treatment NOTE: JJM Fund.	Oct-09	Sep-10	\$527,796	\$511,962	-\$15,834	-3%		50% JJM/50% State of MI
5	Family Court	Peckham, Crossroads	Educational and vocational program for delinquent youth.	Oct-09	Sep-10	\$319,542	\$306,772	-\$12,770	-4%		50% GF/50% State of MI
6	Family Court	Highfields	Day Treatment Program - transportation and behavioral specialists.	Oct-09	Sep-10	\$432,625	\$585,850	\$153,225	35%		50% JJM/50% State of MI
7	Family Court	Ingham Intermediate School District	Day Treatment Program - teachers & para-professionals.	Oct-09	Sep-10	\$404,156	\$481,031	\$76,875	19%		50% JJM/50% State of MI
8	Family Court	Highfields	Evening Reporting Program - transportation and behavioral specialists. Further program expansions for FY 2010 with an increase in the number of students from 20 to 30 per night.	Oct-09	Sep-10	\$185,084	\$312,650	\$127,566	69%		50% JJM/50% State of MI
9	Family Court	Four Attorneys: Annette Skinner, Jennipher Martinez, Antoinette Frazho, Robin Eagelson	Guardian-At-Litem contracts to represent children in abuse and neglect hearings. 3 full contracts and 1 contract @ 75% of a full contract, the total of which not to exceed \$200,000. Mileage is an additional charge which is not included amounts showing on this document. These contracts are paid from the same account that individual attorney payments are paid.	Jan-10	Dec-10	\$186,750	\$200,000	\$13,250	7%		General Fund
10	Family Court	Lakeside	Residential placements	Jul-10	Jun-11	Residential \$174 ; Sex Off \$199/day	Range from \$170 to \$210/day	\$11	6%	Jul-09	50% JJM/50% State of MI
11	Family Court	Woodward	Residential placements	Jul-10	Jun-11	Residential \$135/day; Sex Off \$195/day	Range from \$140 to \$200/day	\$5	3%	Jul-09	50% JJM/50% State of MI
12	Family Court	Abraxas	Residential placements	Jul-10	Jun-11	\$395/day	\$400/day	\$5	1%	Jul-09	50% JJM/50% State of MI
13	FOC	Maximus	Cooperative Reimbursement Program billing/consulting	Oct-09	Sep-10	\$10,368	\$10,750	\$382	4%		34% GF/66% CRP Reimb
TOTALS:						\$2,702,001	\$3,029,143	\$327,142	12%		

REVENUE CONTRACTS

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date
1	Family Court	State of Michigan	Annual Child Care Agreement	Oct-10	Sep-11	\$18,067,341	\$17,817,222	-\$250,119	-1%	
2	FOC	State of Michigan	Cooperative Reimbursement Program	Oct-10	Sep-11	\$4,860,049	\$5,107,645	\$247,596	5%	
3	Work Study	Cooley Law School, Detroit College of Law, Michigan State University	Annual Work Study Grants	Continuing	Continuing	\$47,689	\$47,689	\$0	0%	
TOTALS:						\$22,975,079	\$22,972,556	-\$2,523	0%	

LAW ENFORCEMENT COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date	Funding Source
1	Animal Control	MSU	Shelter Veterinarian	Jun-10	Jun-11	\$10,823	\$10,823	\$0	0%	Jun-06	General Fund
2	Community Corrections	Westaff	Provides CCAB Manager with assistance essential to daily operations	Jan-10	Dec-10	\$55,606	\$43,589	-\$12,017	-22%		\$31,089 GF/\$12,500 State of MI
3	Prosecuting Attorney	Westlaw	Law Books	Jan-10	Dec-10	\$25,500	\$25,500	\$0	0%	Dec-07	General Fund
4	Prosecuting Attorney	Lexis	Law Books	Jan-10	Dec-10	\$10,500	\$5,000	-\$5,500	-52%		General Fund
5	Prosecuting Attorney	PAAM	PAAM Interns (2)	Jan-10	Dec-10	\$10,800	\$10,800	\$0	0%		General Fund
6	Prosecuting Attorney	Maximus, James Olson	Application and Billings for 2010	Oct-09	Sep-10	\$0	\$6,000	\$6,000	0%	Oct-09	34% GF/66% CRP Reimb
7	Sheriff	Communication Services/Jeff Broughton	911 Vendor, Radio Repair - Warranty Expired	Jan-10	Dec-10	\$42,600	\$42,600	\$0	0%	2006	General Fund
8	Sheriff	Lansing-Mason Ambulance	Inmate Ambulance Service	Jan-10	Dec-10	\$22,500	\$22,500	\$0	0%	Jan-08	General Fund
9	Sheriff	I.D. Networks	Software in Jail - Main/Live Scan	Jun-10	Jun-11	\$7,000	\$7,000	\$0	0%	Jun-02	General Fund
10	Sheriff	Prisoner Transport Services	Inmate Extraditions	Jan-10	Dec-10	\$25,000	\$40,000	\$15,000	60%	Continuing	General Fund
11	Sheriff	Maurers	Kitchen Uniforms	Jan-10	Dec-10	\$6,494	\$6,500	\$6	0%	Continuing	General Fund
TOTALS:						\$216,823	\$220,312	\$3,489	2%		

REVENUE CONTRACTS

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2009 COST	2010 PROJECTED	Proj. Increase over 2009	% Increase over 2009	Origination date
1	Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Program	Oct-09	Sep-10	\$967,747	\$986,165	\$18,418	2%	
2	Prosecuting Attorney	State of Michigan	Annual Grant for Victim/Witness Program	Oct-09	Sep-10	\$225,000	\$225,000	\$0	0%	
3	Prosecuting Attorney	State of Michigan	Domestic Violence Prevention Program	Oct-09	Sep-10	\$53,890	\$53,890	\$0	0%	
4	Prosecuting Attorney	State of Michigan	Anti-Drug Abuse Program	Oct-09	Sep-10	\$203,808	\$165,948	-\$37,860	-19%	
5	Prosecuting Attorney	State of Michigan	Juvenile Accountability Incentive Block Grant	Oct-09	Sep-10	\$13,500	\$15,990	\$2,490	18%	
6	Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	Oct-09	Sep-10	\$320,328	\$248,002	-\$72,326	-23%	
7	Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	Oct-09	Sep-10	\$10,000	\$6,327	-\$3,673	-37%	
8	Sheriff	State of Michigan	Annual Grant for Emergency Management	Oct-09	Sep-10	\$37,221	\$37,221	\$0	0%	
9	Sheriff	Michigan Department of Corrections	Annual Renewal of Contract for Jail beds	Oct-09	Sep-10	\$2,496,600	\$2,496,600	\$0	0%	
10	Ingham County	Tri-County Metro Narcotics Squad	Annual Grant for Drug Assets Forfeiture Program	Oct-09	Sep-10	\$274,737	\$271,805	-\$2,932	-1%	
TOTALS:						\$4,602,831	\$4,506,948	-\$95,883	-2%	

MEMORANDUM

November 18, 2009

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Fourth Quarter 2009 Budget Adjustments, Year End Adjustment and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County Budget for the fourth quarter of 2009. The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Adjustments are made for a variety of reasons, such as updated revenue and expenditure projections, increased grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The only adjustment being made at this time is the reversal of the General Fund transfer of \$500,000 to the Budget Stabilization Fund as authorized by Resolution #09-226. Due to the current projected 2009 General Fund shortfall of somewhere around \$3 million, this transfer is no longer advisable at this time. Even without this transfer, Ingham County's Budget Stabilization Fund will be within its goal of 13 to 15% of the average of the last five year's General Fund Budgets. After the reversal of the transfer, the Budget Stabilization Fund will be at 13.4% of this average.

This resolution also authorizes the County Controller/Administrator, 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 2009 Budget. The General Fund Budget will be adjusted to the amount of \$82,118,486 for the fourth quarter of 2009.

Also, included is an update of Contingency Fund spending so far this year. The current contingency amount is \$245,479. The attached document details how the Board has allocated the Contingency Funds throughout the year, beginning with a balance of \$583,495.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2009 INGHAM COUNTY BUDGET AND AUTHORIZING THE CONTROLLER/ADMINISTRATOR TO MAKE YEAR END BUDGET ADJUSTMENTS

WHEREAS, the Board of Commissioners adopted the 2009 Budget on October 28, 2008 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller/Administrator’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; and

WHEREAS, the Board of Commissioners annually authorizes the Controller/Administrator to make the necessary year end transfers to comply with State Statute.

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2009 BUDGET 11/15/09</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$82,618,486	(\$500,000)	\$82,118,486
257	Budget Stabilization	0	0	0

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the State Statute and to balance the 2009 Ingham County General Fund budget at \$82,118,486.

GENERAL FUND REVENUES

	2009 Budget – <u>11/15/09</u>	Proposed <u>Changes</u>	2009 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	47,947,802		47,947,802
Property Tax Adjustments	(100,000)		(100,000)
Delinquent Real Property Tax	50,000		50,000
Unpaid Personal Property Tax	25,000		25,000
Industrial Facility Tax	475,000		475,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
Transfer from Rev. Sh. Res. Fund	5,927,744		5,927,744
Convention/Tourism Tax - Liquor	1,699,280		1,699,280
Health and Safety Fund	89,564		89,564
Use of Fund Balance	1,851,701	(500,000)	1,351,701
Department Generated Revenue			
Animal Control	659,542		659,542
Circuit Court - Family Division	815,321		815,321
Circuit Court - Friend of the Court	519,362		519,362
Circuit Crt - General Trial	2,264,627		2,264,627
Cooperative Extension	114,518		114,518
County Clerk	590,800		590,800
District Court	2,804,892		2,804,892
Drain Commissioner/Drain Tax	160,000		160,000
Economic Development	64,942		64,942
Elections	36,650		36,650
Emergency Operations	264,142		264,142
Equalization /Tax Mapping	30,800		30,800

Facilities	147,453		147,453
Human Resources	34,073		34,073
Probate Court	302,178		302,178
Prosecuting Attorney	901,099		901,099
Register of Deeds	1,576,376		1,576,376
Remonumentation Grant	103,009		103,009
Sheriff	5,734,505		5,734,505
Treasurer	7,094,789		7,094,789
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	356,577		356,577
Total General Fund Revenues	82,618,486	(500,000)	82,118,486

GENERAL FUND EXPENDITURES

	2009 Budget – <u>11/15/09</u>	Proposed <u>Changes</u>	2009 Proposed <u>Budget</u>
Board of Commissioners	610,262		610,262
Circuit Court - General Trial	7,741,757		7,741,757
District Court	2,595,121		2,595,121
Circuit Court - Friend of the Court	1,359,747		1,359,747
Jury Board	1,757		1,757
Probate Court	1,473,557		1,473,557
Circuit Court - Family Division	6,503,604		6,503,604
Jury Selection	71,032		71,032
Elections	268,108		268,108
Financial Services	708,543		708,543
County Attorney	418,856		418,856
County Clerk	772,524		772,524
Controller	871,026		871,026
Equalization/Tax Services	705,735		705,735

Human Resources	610,432	610,432
Prosecuting Attorney	6,313,385	6,313,385
Purchasing	262,640	262,640
Facilities	1,885,658	1,885,658
Register of Deeds	622,767	622,767
Remonumentation Grant	103,009	103,009
Treasurer	704,587	704,587
Drain Commissioner	936,692	936,692
Economic Development	152,879	152,879
Community Agencies	202,265	202,265
Equal Opportunity Committee	500	500
Women's Commission	500	500
Environmental Affairs Comm	108	108
AC Shelter Advisory Board	500	500
FOC Advisory Committee	3,642	3,642
Historical Commission	500	500
Tri-County Regional Planning	102,900	102,900
Jail Maintenance	321,847	321,847
Sheriff	19,582,349	19,582,349
Community Corrections	134,481	134,481
Animal Control	1,452,313	1,452,313
Emergency Operations	391,471	391,471
Board of Public Works	440	440
Drain Tax at Large	325,000	325,000
Health Department	12,116,171	12,116,171
Medical Examiner	402,928	402,928
Substance Abuse	853,875	853,875
Community Mental Health	2,089,722	2,089,722

Department of Human Services	1,523,488		1,523,488
Tri-County Aging	80,237		80,237
Veterans Affairs	450,936		450,936
Cooperative Extension	821,549		821,549
Parks and Recreation	1,994,145		1,994,145
Contingency Reserves	245,479		245,479
2-1-1 Project	25,000		25,000
Strengthening Communities Grant	17,000		17,000
Transfer to Budget Stabilization	500,000	(500,000)	0
Capital Improvements	3,285,462		3,285,462
Total General Fund Expenditures	82,618,486		82,118,486

General Fund Revenue Adjustments

Use of Fund Balance Due to projected General Fund shortfall, reverse \$500,000 use of fund balance for transfer to Budget Stabilization Fund authorized by Resolution 09-226.

General Fund Expenditure Adjustments

Tsf to Bud. Stabilization Due to projected General Fund shortfall, reverse \$500,000 transfer to Budget Stabilization Fund authorized by Resolution 09-226.

Non-General Fund Adjustments

Budget Stabilization (F257) Due to projected General Fund shortfall, reverse transfer in from General Fund authorized by Resolution 09-226.

2009 CONTINGENCY

Adopted Contingency Amount	\$583,495
R09-024: Inmate Telephones	(156,000)
R09-117: Telecommunications Expense Management	(48,000)
R09-118: LEAP Membership	(35,000)
R09-121: 1 st Quarter Adjustment	(6,141)
R09-214: FOC/Family Support Imaging	(40,551)
R09-227: 2 nd Quarter Adjustment	(12,849)
R09-240: Strengthening Communities Local Match	(17,000)
R09-333: Rayner Park Appraisal	(3,975)
R09-355: Digital Aerial Imagery	(15,000)
R09-356: Review of Potential Savings	(3,500)
Current Contingency Amount	\$245,479

MEMORANDUM

November 24, 2009

TO: County Services Committee

FROM: Matthew J. Myers, Ph.D., Controller/Administrator

RE: Request to Waive Hiring Delay

As you are aware, my Administrative Assistant, Norma Hanson is retiring effective December 18, 2009. This position is vital to the effective operation of the Controller/Administrator's Office.

No one is in a better position to assume the duties of this position than the Administrative Secretary for the Deputy Controller, Linda Sjolund. Norma and Linda have worked very closely together for years and Linda is the best person to take on the responsibilities of my Administrative Assistant.

It would be my intent and request, upon the retirement of Norma Hanson, to immediately promote Linda Sjolund into Norma's position. If I did not promote her into the position, I would still be asking her to assume the responsibilities, would need to adjust her pay on a temporary basis and then promote her into the position. It does not seem reasonable to give anyone the impression the position will be a competitive process when the intent will be to promote Ms. Sjolund.

When Ms. Sjolund's current position then becomes vacant, the Controller's Office would be subject to the six week hiring delay for 2010. Mr. Neilsen will request the position to be posted and comply with the delay.

Thank you for your consideration of this request. I will be available if there are questions.

MJM/njh



CITY OF EAST LANSING
The Home of Michigan State University

AGENDA ITEM # 12a

November 2, 2009

Mr. Matthew J. Myers
Ingham County Controller/Administrator
Ingham County
P.O. Box 319
Mason, MI 48854

Dear Mr. Myers:


In response to your letter dated October 13, 2009, the City of East Lansing does have interest in Recovery Zone Bonds for the City Center II project at the corner of Abbot Road and Grand River Avenue.

The project is a five acre redevelopment in our downtown that will include a ten-story mixed-use building with residential units, retail, restaurant and office space, along with a boutique hotel, public exhibition space and a 400-seat performing arts theatre. The project also contains a five-story mixed use building, an apartment building, townhomes, and a 520-space public parking deck.

The City may want to request an allocation of both Recovery Zone Economic Development Bonds and Recovery Zone Facility Bonds. The Economic Development Bonds could be used for the parking deck and theater and the Facility Bonds for private portions of the project. Once the Ingham County EDC establishes its criteria, we will evaluate the potential of utilizing these funds and consider a formal request with a specific allocation amount.

The City of East Lansing appreciates Ingham County's outreach on this matter and looks forward to the possibility of working together on this significant project.

Sincerely,


Theodore J. Staton
City Manager

Theodore J. Staton
City Manager

410 Abbott Road
East Lansing, MI 48823

(517) 319-6920

Fax (517) 337-1559

www.cityofeastlansing.com

e-mail:

tstaton@cityofeastlansing.com

City of Mason

AGENDA ITEM # 12.b

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

November 16, 2009

Debbie DeLeon
Chairperson
Ingham County board of Commissioners
PO Box 319
Mason, MI 48854

RE: Recovery Zone Bonds

Dear Chairperson DeLeon:

On October 1, 2009, the City of Mason had requested Recovery Zone Bond funding to assist in paying the outstanding portion of the cost of our new City Hall/Police Department facility.

At this time, we would like to withdraw our application for Recovery Zone bond funding. We currently have other funding available.

Thank you very much for your consideration of our application. I hope that we can work together in the future on other endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Martin A. Colburn", written over a horizontal line.

Martin A. Colburn
City Administrator

MAC/nm

RECEIVED

NOV 18 2009