

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
DALE COPEEDGE

VICE-CHAIRPERSON PRO-TEM  
RANDY SCHAFFER

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
CAROL KOENIG  
DIANNE HOLMAN  
DALE COPEEDGE  
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, JULY 21, 2009 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [June 16, 2009 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews – Economic Development Committee
2. Controller/Administrator's Office
  - a. Steven L. Hayward, AICP, PCP, [Downtown Development Authority](#) Executive Director, Lansing Township (*Referred from June 16, 2009 County Services Agenda*)
  - b. Resolution to Approve an Amendment to the Tax Sharing Agreement with the Charter Township of Lansing by Replacing the [Current Detailed Project List](#) with a New Detailed Project
  - c. Resolution Authorizing Adjustments to the [2009 Ingham County Budget](#)
3. Ingham County Clerk and Board of Commissioners' Office
  - a. Presentation – Granicus, Inc.
  - b. Resolution Authorizing a Contract with [Granicus](#) to Purchase a Web-Based Audio\Video Recording Application for the Board of Commissioners' Room, Register of Deeds, Ingham County Parks, Potter Park Zoo, Board of Commissioners' Office, MSU Extension and Land Bank
4. Circuit Court/Family Court - Request to Waive Hiring Freeze for [Court Officer/Research Clerk](#)
5. Register of Deeds – Request to Waive Hiring Freeze for Vacant [Document Coordinator Position](#)
6. Ingham County Treasurer – Resolution to Utilize the County's Option to Acquire Tax [Foreclosed Property](#)

7. Parks & Recreation Commission
  - a. Lake Lansing South Park – [Parking Lot Paving](#)
  - b. Request to Waive the Hiring Freeze for the [Friend of the Court Crew Leader](#)
  - c. Request for [Potter Park Zoo Staff](#) to Travel Out of State to Attend Association of Zoos and Aquariums (AZA)
  
8. Health Department
  - a. Resolution to Authorize a Michigan Community Service Commission [AmeriCorps Grant](#)
  - b. Request to Waive Hiring Freeze for [Vacant Jail Nurse Position](#)
  - c. Request to Waive Hiring Freeze for [Communicable Disease Investigator](#)
  
9. Facilities Department
  - a. Resolution Authorizing Entering into a Contract with Rieth-Riley Construction Company to Reconstruct the Existing Asphalt Parking Lot at the Ingham County [Fairgrounds Office Building](#)
  - b. Resolution Authorizing Simplex Grinnell to Continue Providing Fire Alarm Detection and Monitoring at the [Veterans Memorial Courthouse](#)
  - c. Resolution Authorizing Simplex Grinnell to Continue Providing Fire Alarm Detection at the [Grady Porter Building](#)
  
10. Financial Services Department – Resolution to Authorize a [Retiree Health Care Actuarial Study](#)
  
11. Human Resources Department - Resolution Certifying Representatives for the Municipal Employees’ Retirement System (MERS) [Annual Meeting](#)
  
12. Management Information Services Department – Resolution to Approve the Purchase of Purewire Web Security Services from [Fishnet Security](#)
  
13. Purchasing Department - Resolution Authorizing an Agreement Extension with Comerica for the [Procurement Card Program](#)
  
14. Board Referrals
  - a. Resolution from Alger County Expressing Opposition to Changes to the [Brownfield Redevelopment Act](#)
  - b. Resolution from [Oscoda County](#) Expressing Support for Third Option to Fill Vacant Road Commissioner Seats

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](http://www.ingham.org)

## COUNTY SERVICES COMMITTEE

June 16, 2008

Minutes

Members Present: Victor Celentino, Carol Koenig, Dianne Holman, Dale Copedge, Mark Grebner, Donald Vickers, and Board Chairperson Debbie DeLeon

Members Absent: None

Others Present: Matthew Myers, Becky Bennett, Steve Dougan, Eric Schertzing, Tony Lindsey, Thomas Edman, Rick Terrill, Janeil Valentine, Tom Shewchuck, Rich McNulty, David Stoker, Shauna Dunnings, Stuart Dunnings, Tom Eastwood, Sally Auer, Jared Babcock, Eric Beever, Karen Carter, Jim Chapman, Dave Clark, Chuck Clevon, Dave Clow, James Cody, Mike Crawford, Russ Cunningham, Yolanda Delgado, Vince Dragonetti, Colleen Drake, Linn Driver, Brett Droscha, Chris Fisher, Casey Flietstra, Pat Flietstra, Scott Hagerstrom, Allen Howe, Michael Hull, Mike Jackson, Elias Jensky, Tim Karr, Barry Kellogg, Venus Kumar, Conrad Lee, Katherine Lipsky, Jim Hudgins, Mike Hughes, Todd McCastle, Tyler McCastle, Cecil Male, Michael Marks, Ray Michaels, David Mollitor, Jr., Jimmy Morris, Andrew Mosser, Jatal Parish, Jim Parish, Dan Pohl, Mitchell Rivard, Avery Rogers, Cams Ruehle, Howard Shooltz, Se Specht, Walter Steele, Dan Stuart, Jerry Swartz, Richard Vandenberghe, Phillip Vaughn, Tamara Swihart and others

The meeting was called to order by Chairperson Celentino at 6:02 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing.

### Approval of the June 2, 2009 Minutes:

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOLMAN TO APPROVE THE MINUTES OF JUNE 2, 2009 AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Absent: Commissioners Copedge and Koenig

### Additions to the Agenda:

3. Substitute: Resolution to Authorize a Re-organization Within the Prosecuting Attorney's Office
5. Additional Information from the Fair Board
- 7d. Late: Resolution Approving a Collective Bargaining Agreement with the FOP Corrections Officers
9. Move up on the agenda to No. 2

### Limited Public Comment:

Todd McCastle shared an informational draft regarding employee versus independent contractor describing misclassification and fraud. He also shared a fact sheet entitled, "*Misclassification of Wages*:"

*A Problem that Hurts Everyone.*” He then provided a third handout with a Michigan Fair Contracting Center logo and signed by Field Monitor Dan Argentati covering situations dated August 13 and 26, 2008.

(Comm. Copedge arrived at 6:09 p.m.)

Mike Crawford of the NECA said that Newspaper statements indicated people were interested in taking legal action if we take steps toward a PLA. He said they had a successful history of coming to the assistance of those adopting such policies, adding that they considered the PLA as a tax revenue issue which would enhance the collection of tax dollars due Ingham County.

(Comm. Koenig arrived at 6:11 p.m.)

Chris Fisher of ABC stated everyone is entitled to equal opportunity, quoting various sections and subsections, including those needing to be removed to remove favoritism and bias in the policy

Karen Carter of Local 665 told her story as a non-union worker. She believed a PLA would provide a level playing field for everyone.

Scott Hegerstrom, State Director of the AFP said he came from a union family but was disgusted by the policy. It provided no compromise, was a violation of workers’ and employees’ freedom and the policy stifled competition.

Richard Vandenberghe of ELVIE said Ingham County needed to investigate if their reasons for needing a plan were true or not. He added that if the PLA would be passed he would not support Ingham County.

Tyler McCastle of MRCC said they supported Ingham County and believed that this would be a solution to the problem of predatory contracting.

Dave Mollitor, CEC electrical contractor said he opposed PLA agreements as a business owner asking how it would solve the problem.

Sue Specht, owner of DeWitt Fence Company and non-union, wanted equal opportunity.

Linn Driver E. T. McKenzie Company handed out “*The Examiner*” newspaper “*Opinion*” and statistical information sheets from *Construction Union MEPP*.” He compared the proposed PLA option to another version and inquired about items that had been excluded from Option 2.

Dan Stuart of Mid-Mitch Construction Alliance said that the PLA is an optional piece, a fact which seems to go unnoticed. He said they supported Ingham County efforts.

Jim Bitzer, President of Lansing Building Trades, listed what a PLA would do and expressed favor in that a PLA would prevent favoritism, fraud and corruption. He urged Ingham County to make good decisions for the citizens and enact the PLA language.

Tom Eastwood, an Ingham County resident and employee, expressed his favor for PLA's and said they would not be unfair labor practices. He said that the City of Lansing, Lansing Community College and Michigan State University all use PLA's pointing out that great institutions have found value in them.

Sally Auer, Chair of UAW Local 2256, supported and encouraged Ingham County to adopt PLA's that night and get on with other Ingham County business.

Ray McMichaels, President of IBEW Local 8665, encouraged adoption of the policy and said it was about Ingham County taxpayers and doing the right thing for a policy for construction purchasing.

Dave Clark of LB Clark Company said he didn't appreciate being called a predator and felt that they should have the right to choose and that less competition would not be the right way to go.

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

6. Facilities Department
  - a. Resolution Authorizing the Boiler Replacement at the Potter Park Zoo in the Zoo Keepers Lounge to be Performed by T. H. Eifert Mechanical Contractors
  - b. Resolution Authorizing the Replacement of Two HVAC Units at the Ingham County Animal Shelter to be Performed by Allied Building Service Company of Detroit
  - c. Resolution Authorizing the Replacement of the Condensate Receiver at the Ingham County Jail to be Performed by Shaw-Winkler, Inc.
  - d. Resolution Authorizing the Waiver of Liability and General Release of All Claims for Volunteer Services at the Human Services Building to be Performed by Deloitte Consulting, LLP
  
7. Human Resources Department
  - a. Resolution Approving a Collective Bargaining Agreement with the ICEA Court Park Crew Leaders
  - b. Resolution Approving a Collective Bargaining Agreement with the OPIEU Circuit Court/Family Division Professional Employees
  - c. Resolution Approving a Collective Bargaining Agreement with the OPIEU Probate Court Professional Employees
  
10. Board of Commissioners' Office
  - a. Resolution to Adjust the Status of a Position in the Board of Commissioners' Office
  - b. Request to Waive the Hiring Freeze for Vacant Clerk Steno II Position

MOTION CARRIED UNANIMOUSLY.

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

1. County Services Committee – Resolution Making an Appointment to the Equal Opportunity Committee

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. GREBNER, TO APPOINT MITCHELL RIVARD TO THE EQUAL OPPORTUNITY COMMITTEE. MOTION CARRIED UNANIMOUSLY.

9. Purchasing Department – Discussion: Draft - Resolution Authorizing the Ingham County Project Labor Agreement Policy (Tabled from the May 19, 2009 County Services Agenda)

Attorney McNulty explained the differences between Option 1 and Option 2 which were that Option 1 is the default policy and Option 2 is the Board action policy. They were said to have the same language. He gave an overview of the different parts and explained the hiring hall issue.

Comm. DeLeon asked for clarification on an employee going through the hiring halls as to who would determine if they were qualified. The response was that it would be the responsibility of the employer.

Comm. Vickers asked if there would still be the One Hundred Thousand Dollar threshold and was told yes. Comm. Vickers suggested that they could become 100 percent PLA without that threshold. There was further discussion.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG TO APPROVE OPTION 1 (PLAN A) WITH OPTION 1 AND OPTION 1. MOTION FAILED with Commissioners Copedge, Holman and Vickers voting “no.”

MOVED BY COMM. COPEdge TO APPROVE OPTION 2 (PLAN B) WITH OPTION 3 AND OPTION 2. MOTION FAILED DUE TO LACK OF SUPPORT.

MOVED BY COMM. COPEdge TO APPROVE OPTION 2 (PLAN B) WITH OPTION 1 AND OPTION 2. MOTION FAILED DUE TO LACK OF SUPPORT.

Comm. Holman would not support Option 1 because PLA’s are a tool with strong compelling reasons for a job to use them but not applied across the board for all jobs which could make it difficult for the Board and staff to carry them out. She would not support mandatory PLA’s but would look at Option 2. There was lengthy discussion.

MOVED BY COMM. COPEdge TO APPROVE OPTION 2 (PLAN B) WITH OPTION 2 AND OPTION 3. MOTION FAILED due to lack of support..

There was discussion. Comm. Grebner said he supported a PLA and believed we are better off if unions are available to society. He declared himself not to be neutral on that issue.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG TO APPROVE OPTION 2 (PLAN B) WITH OPTION 1 AND OPTION 1. MOTION CARRIED with Comms. Holman and Vickers voting “no.”

2. Friend of the Court - Request to Waive Hiring Freeze for Vacant Administrative Assistant Position

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER TO WAIVE THE HIRING FREEZE FOR THE VACANT ADMINISTRATIVE ASSISTANT POSITION WITHIN FRIEND OF THE COURT.

Shauna Dunnings noted that for the reasons in the memo the administrative assistant is the lifeblood of the Friend of the Court. She pointed out that this was an essential position and that the present personnel has been overworked from covering too many positions.

MOTION CARRIED UNANIMOUSLY.

3. Prosecuting Attorney's Office – Resolution to Authorize a Re-organization within the Prosecuting Attorney's Office SUBSTITUTE

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER TO APPROVE THE RESOLUTION TO AUTHORIZE A RE-ORGANIZATION WITHIN THE PROSECUTING ATTORNEY'S OFFICE.

Prosecutor Dunnings stated the need for having two positions filled, including the reclassification of titles and situations. Comm. Celentino said that the UAW is in support but the ICEA had not responded. Mr. Lindsey said that he had met with the Prosecutor's Office and the ICEA was in full support of a Pay Grade 4.

MOTION CARRIED UNANIMOUSLY.

4. Ingham County Treasurer – Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. GREBNER TO APPROVE THE RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO ACQUIRE TAX FORECLOSED PROPERTY. MOTION CARRIED UNANIMOUSLY.

5. Ingham County Fair Board - Resolution Authorizing an Adjustment to the 2009 Capital Improvement Budget for the Ingham County Fairgrounds

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEdge TO APPROVE THE RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE 2009 CAPITAL IMPROVEMENT BUDGET FOR THE INGHAM COUNTY FAIRGROUNDS.

Ingham County Fair Director Tom Edman answered questions regarding the fence project indicating that the DeWitt Fence Company would be doing the project.

MOTION CARRIED UNANIMOUSLY.

7. Human Resources Department

- d. Resolution Approving a Collective Bargaining Agreement with the FOP Corrections Officers

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER TO APPROVE THE RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FOP CORRECTIONS OFFICERS. MOTION CARRIED UNANIMOUSLY.

8. MIS Department

- a. Resolution to Approve the Purchase of a Technical Support Agreement from Analysts International for On-Going Technical Support of the Ingham County Network Infrastructure

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. GREBNER TO APPROVE THE RESOLUTION TO APPROVE THE PURCHASE OF A TECHNICAL SUPPORT AGREEMENT FROM ANALYST INTERNATIONAL FOR ON-GOING TECHNICAL SUPPORT OF THE INGHAM COUNTY NETWORK INFRASTRUCTURE.

In answer to Comm. DeLeon's inquiry, Tom Shewchuck said he expected the money to last less than two years. There would be new projects coming up and the hourly rate would be dependent on the service provided. Comm. Grebner pointed out that this agreement is with Mr. Shewchuk's former employer, and that whenever there are two proposals that are similar it is always best to go with the other vender rather than Analyst International. There was further discussion.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEdge TO APPROVE THE RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE ANNUAL SUPPORT AGREEMENT. MOTION CARRIED UNANIMOUSLY.

11. Board Referrals

- a. Letter, with Attachments, from Cohl, Stoker, Toskey & McGlinchey, P.C. Regarding the Lansing Township Tax Sharing Agreement

A resolution regarding Lansing Township Tax Sharing Agreement will be on the July County Services Committee agenda.

- b. Resolution from Ogemaw County Regarding Making Michigan a Right-To-Work State

Accepted and placed on file.

Announcements:

None.



Public Comment:

Linn Driver asked for clarification from what the attorney had said regarding the waiver of the withdrawal liability for pension plans for people involved with PLA's. The response was that court decisions would not allow that to happen, but that the attorney would be at the Finance Committee meeting the following night.

A Union worker commented that when someone says, "If you want this job you have to pay union dues," opens employees up to discrimination because the employee must release all of his information.

Michael Marx with ET McKenzie Company said it does matter whether you adopt a PLA because it sets a precedent used by other communities.

Adjournment

The meeting adjourned at approximately 8:40 p.m.

Respectfully Submitted,

Tamara A. Swihart

COHL, STOKER, TOSKEY & McGLINCHEY, P.C.  
ATTORNEYS AND COUNSELORS  
601 NORTH CAPITOL  
LANSING, MICHIGAN 48933

PETER A. COHL  
DAVID G. STOKER  
ROBERT D. TOWNSEND  
BONNIE G. TOSKEY  
JOHN R. McGLINCHEY  
RICHARD D. McNULTY  
TIMOTHY M. PERRONE

May 29, 2009

(517) 372-9000  
FAX (517) 372-1026

Matthew J. Myers, Controller  
Ingham County  
P.O. Box 319  
Mason, Michigan 48854

Re: Lansing Township Tax Sharing Agreement

Dear Dr. Myers:

This letter serves as confirmation of a meeting held on May 13, 2009, attended by Ingham County Controller Matthew Myers, Ingham County Attorney Timothy Perrone, and Lansing Township Planning Director Steven Hayward. Mr. Hayward gave us a brief summary of the Township's proposed expansion plans for the Eastwood Towne Center.

In addition, Mr. Hayward submitted a progress report under the 2004 Tax Sharing Agreement between the County and the Township, detailing the capture of Ingham County taxes in the area of the Lansing Township DDA from 2004 through 2008. A copy of the Progress Report is attached. As shown on page 2 of the Progress Report, Lansing Township has captured \$2,015,572 of Ingham County taxes so far, with a remaining balance of \$8,984,428 yet to be collected. It is anticipated that, based upon increasing property values in the area, the capture of the balance of the \$11 million total County pledge will be completed in approximately 2015.

Further, Mr. Hayward informed us that the Township intended to submit a second amended Exhibit B to the Tax Sharing Agreement, denoted as Exhibit B (2009 Replacement), by which the Township would reallocate the captured County taxes to various infrastructure projects in the area. This second amended Exhibit B (2009 Replacement) was received on May 29, 2009. As shown on Exhibit B (2009 Replacement), costs for the Coleman Road extension have been removed from the list, and shifted to Sam's Way, Lake Lansing Road, and intersection improvements. The allocation of costs for sidewalks, underground electrical installation, sanitary sewers, and storm sewers was modified.

The proposed amendment would not affect the total amount of Ingham County taxes to be captured. All projects on the amended project list are specifically defined infrastructure projects that are directly related to economic growth in the development area, consistent with the County's policy on tax sharing agreements as set forth in Ingham County Resolution #05-094. Several of these infrastructure projects have already been completed.

**RECEIVED**

JUN 02 2009

May 29, 2009

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Pursuant to Sec. 6 of the Tax Sharing Agreement, the Township may propose an amendment to the project list on Exhibit B to the Agreement. Ingham County has sixty days from official written receipt of such notice to notify the Township that it objects to the proposed change as being inconsistent with the intent of Ingham County to support development within the development area. If no such objection is made, the amended Exhibit B becomes part of the Tax Sharing Agreement.

This letter serves as Ingham County's official written receipt of the Township's notice of intent to amend the project list. Therefore, Ingham County has sixty days, i.e., until July 29, 2009, in which to raise an objection to Exhibit B (2009 Replacement). If no objection is made, or if the County Board formally accepts the amendment, then Exhibit B (2009 Replacement) becomes part of the Tax Sharing Agreement, and the Township would proceed accordingly.

Do not hesitate to contact me if you have any questions.

Very truly yours,

COHL, STOKER, TOSKEY & McGLINCHEY, P.C.

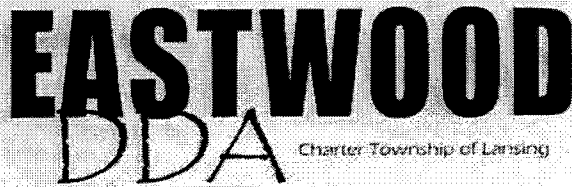


Timothy M. Perrone

TMP/hsk  
Enclosure

cc: Ingham County Board of Commissioners  
John Daher, Lansing Township Supervisor  
Steven Hayward, Lansing Township Planning Director

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# Memo

**To:** Matthew J. Myers, Controller/Administrator  
**From:** Steven Hayward, DDA Executive Director  
**CC:** Township Board, DDA Board, Francis J. O'Donnell, Michael Gresens  
**Date:** April 29<sup>th</sup>, 2009  
**Re:** Progress Report and Detailed Project List for 2004 Ingham County Tax Sharing Agreement

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## Overview

As you may recall, in 2004 Lansing Township and Ingham County entered into a Tax Sharing Agreement to share \$11,000,000 in new taxes generated within the Downtown Development Authority (DDA) to implement infrastructure projects. These funds would be split between \$7,000,000 for "hard" construction costs and \$4,000,000 for "soft" design and financing costs. A condition of this agreement was that the Township submit to the County a report describing the capture and expenditure of Ingham County tax revenues, and the progress made towards the construction and completion of the projects identified in the Project List, Exhibit B (update in 2005).

Since 2005 when Lansing Township last estimated the infrastructure improvement to be included under Exhibit "B," there have been a least one significant change that will necessitate the modification of Exhibit "B." Specifically, since the development of the estimate it has been determined that the Coleman Road extension will take place entirely out of the Ingham County limits, and therefore per our Tax Sharing Agreement will not be eligible for funds. However Lansing Township, DeWitt Township and the City of East Lansing have conceptually agreed upon a multiparty inter-jurisdictional agreement which will facilitate the development of this important regional asset.

Therefore, with this project being excluded, and market forces what they may be, the Lansing Township DDA proposes replacing the Coleman Road extension with the 2007 construction of Sam's Way, Chamberlin, Wood Street and Lake Lansing Road, and reducing the amount of storm drainage expenditures by approximately 50%. Although not an exact dollar for dollar

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[www.EastwoodDDA.org](http://www.EastwoodDDA.org)



match, by substituting these projects this will coincide with our 2007 General Obligation Bond issuance of \$9,900,000 for infrastructure projects, and therefore completely obligate the Ingham County dollars (both "hard" and "soft" dollars) while meeting both the intent of the Tax Sharing Agreement and the County's resolution of intent for participation in Tax Sharing agreements. I have also included a letter from Mid Michigan Physicians identifying how important this infrastructure improvement was to be in their decision to locate within Ingham County on Lake Lansing Road. If the proposed amendment is acceptable to the County, the following table illustrates how Lansing Township has obligate past, and will obligate future captured Ingham County dollars by meeting the annual bond payment of approximately \$508,000:

Year	Ingham County Capture	Expenditures										Yearly Total of Balance
		Infrastructure Engineering	Lake Lansing Road	Sam's Way, Chamberlin & Wood	Coleman Road	Intersection Improvements	Sanitary Sewers	Overhead Electric	Storm Water	Sidewalks	Bond Payment	
2004	\$ 163,562	\$ 163,562										\$ -
2005	\$ 252,534	\$ 156,325										\$ 22,046
2006	\$ 445,814	\$ 182,769										\$ 17,325
2007	\$ 496,608	\$ 355,418	\$ 572,622	\$ 4,320,105		\$ 1,647,116	\$ 36,732	\$ 317,920	\$ 1,042,246	\$ 146,289	\$ 196,800	\$ (7,824,516)
2008	\$ 657,034		\$ 997,575				\$ 36,732				\$ 469,525	\$ (8,301,769)
2009											\$ 508,000	
<b>Total</b>	<b>\$ 2,015,572</b>	<b>\$ 858,094</b>	<b>\$ 1,570,198</b>	<b>\$ 4,320,105</b>		<b>\$ 1,647,116</b>	<b>\$ 146,926</b>	<b>\$ 341,620</b>	<b>\$ 1,117,108</b>	<b>\$ 316,192</b>	<b>\$ 1,174,925</b>	
		\$ 8,984,428 Remaining County Balance to be collected										

Once again, this has no effect on the amount of capture, nor any necessary pending projects, but rather fulfils our partnership commitment of only spending Ingham County tax dollars on tangible infrastructure projects within Ingham County.

Please let me know if you have any questions, or if you would like me to attend any meetings to present what has been accomplished by the Lansing Township DDA.

Very truly yours,

**Lansing Township Downtown Development Authority**

Steven L. Hayward, AICP, PCP  
DDA Executive Director

Charter Township of Lansing  
Exhibit "B" (2009 Replacement)

Infrastructure Improvement Cost Estimate Summary

Infrastructure Improvement	Cost	Included on 2004 Ingham County Project List	2005 Update		2009 Update		Time Frame	Financing
			Estimated Ingham County Direct Cost	Estimated Ingham County Finance Cost	Estimated Ingham County Direct Cost	Estimated Ingham County Finance Cost		
<b>Road Extensions Improvements</b>								
Coleman Road	\$ 3,053,000	Yes	\$ 2,000,000	\$ 2,400,000	\$ -	\$ -		
Sam's Way	\$ 4,320,105				\$ 1,860,838	\$ 1,100,000	Complete	Financed**
Sam's Way Widening from Towne Center to Wood Street	\$ 382,000							
Towne Center Boulevard	\$ 677,000							
Chamberlain Road	\$ 722,000							
Lake Lansing Road	\$ 1,570,198				\$ 1,570,198	\$ 950,000		
David Street	\$ 927,000							
Barritt Street	\$ 312,000							
Intersection Improvements	\$ 1,647,116		\$ 235,000	\$ 282,000	\$ 1,647,116	\$ 1,000,000	Complete	Financed**
SPUI	\$ 41,644,000*	Yes						
<b>Sub-total</b>	<b>\$ 57,264,419</b>							
<b>Parking Structures</b>								
P1 Kraspy-Kreme Infill (west)	\$ 9,000,000	Yes						
P2 Kraspy-Kreme Infill (east)	\$ 7,200,000	Yes						
P3 North Eastwood (west)	\$ 11,000,000	Yes						
P4 North Eastwood (east)	\$ 11,000,000	Yes						
P5 South Eastwood	\$ 8,700,000	Yes						
<b>Sub-total</b>	<b>\$ 46,900,000</b>							
<b>Streetscapes (includes sidewalks)</b>								
Lake Lansing Road Traffic Circle to U.S. 127	\$ 341,600							
Lake Lansing Road Township Boundary to Traffic Circle	\$ 154,700							
Sam's Way Extension	\$ 434,000							
Wood Road	\$ 168,700							
Towne Center Boulevard	\$ 238,700							
Freddie Boulevard	\$ 156,800							
Showtime Drive	\$ 379,400							
<b>Sub-total</b>	<b>\$ 1,873,900</b>							
<b>Plazas</b>								
Lake Lansing/Wood Road Plaza	\$ 277,000							
Sam's Way/Wood Road Plaza	\$ 176,700							
Gateway Plazas (4)	\$ 400,000							
<b>Sub-total</b>	<b>\$ 853,700</b>							
<b>Pedestrian Improvements</b>								
North Eastwood Pedestrian Spine	\$ 650,000							
Sidewalks (short infill connectors)	\$ 500,000	Yes	\$ 50,000		\$ 316,162		Complete	Pay as go
Eastwood Pedestrian Connectors	\$ 924,000							
<b>Sub-total</b>	<b>\$ 2,074,000</b>							
<b>Utility Improvements</b>								
Install Underground Electrical	\$ 7,700,000	Yes	\$ 2,000,000	\$ 1,268,000	\$ 341,620	\$ 100,000	2007 to 2012	Financed**
Water Main	\$ 235,000							
Sanitary Sewer	\$ 1,150,000	Yes	\$ 250,000	\$ 50,000	\$ 146,928		2010 to 2015	Pay as go
Storm Water	\$ 3,500,000	Yes	\$ 2,300,000		\$ 1,117,108	\$ 850,000	Complete	Financed**
<b>Sub-total</b>	<b>\$ 12,585,000</b>							
<b>Total</b>	<b>\$ 121,553,019</b>		<b>\$ 4,835,000.00</b>	<b>\$ 4,000,000.00</b>	<b>\$ 7,000,000.00</b>	<b>\$ 4,006,000.00</b>		

\*Not a required improvement.

\*\* The 2004 Ingham County Project List total included the SPUI, which is now considered a non-required Project (Note \*\* above).

\*\*\* Financed means that the incurred expense is to be repaid over a period of time through bonds or loans.

Note: All Ingham County captured funds will be spent on tangible assets located within Ingham County's jurisdiction.

RESOLUTION STAFF REVIEW

DATE June 19, 2009

Agenda Item Title: Resolution to Approve an Amendment to the Tax Sharing Agreement with the Charter Township of Lansing by Replacing the Current Detailed Project List with a New Detailed Project List

Submitted by: Controller/Administrator’s Office

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

Summary of Proposed Action: This resolution will amend the original Tax Sharing Agreement with the Charter Township of Lansing, which was agreed to between Lansing Township and Ingham County in 2004.

Financial Implications: This amendment will not financially change the agreement. The original agreement allowed for the capture of 11 million dollars; 7 million in direct costs and 4 million for financing.

Other Implications: The purpose of the amendment is to change the direction of several of the projects that had originally been proposed by the agreement. These changes are allowed per the agreement and will not alter the capture of tax dollars.

The amendment has been reviewed and approved by the County Attorney.

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 TO APPROVE AN AMENDMENT TO THE TAX SHARING AGREEMENT WITH  
THE CHARTER TOWNSHIP OF LANSING BY REPLACING THE CURRENT DETAILED  
PROJECT LIST  
WITH A NEW DETAILED PROJECT LIST**

WHEREAS, on August 9, 2004, Ingham County entered into a Tax Sharing Agreement with the Charter Township of Lansing to share a certain portion of Ingham County's incremental tax revenues from Lansing Township's development district for certain defined infrastructure projects, as authorized in Resolution #04-128; and

WHEREAS, the defined infrastructure projects were initially set forth in a Project List, attached as Exhibit B to the Tax Sharing Agreement; and

WHEREAS, pursuant to Sec. 5 of the Tax Sharing Agreement, Lansing Township was allowed to provide a "Detailed Project List" by January 15, 2005, that could replace the original Exhibit B Project List, provided the County Controller made no objections by March 1, 2005; and

WHEREAS, the Township timely provided a Detailed Project List (Exhibit B Replacement), which was not objected to by the County Controller in the time provided, and therefore the Detailed Project List (Exhibit B Replacement) became the controlling document under the Tax Sharing Agreement for purposes of determining the specific infrastructure projects for which County taxes could be expended; and

WHEREAS, pursuant to Sec. 6 of the Tax Sharing Agreement, the Township may at any time notify the County of its intent to alter the Detailed Project List by adding or deleting specific projects, or increasing the share of captured County funds for a particular project by 10% or more, upon which Ingham County would have sixty days from official written receipt of the Township's notice of intent to notify the Township that it objects to the proposed change, and if no objection is made, the Detailed Project List shall be amended, but if Ingham County's objections are not resolved, the Detailed Project List is not amended; and

WHEREAS, on May 29, 2009, Lansing Township gave Ingham County written notification of its intent to alter the Detailed Project List, and submitted a new Detailed Project List, Exhibit B (2009 Replacement)(a copy of which is attached and incorporated by reference), by which costs for the Coleman Road extension were removed from the list, and shifted to Sam's Way, Lake Lansing Road, and intersection improvements, and the allocation of costs for sidewalks, underground electrical installation, sanitary sewers, and storm sewers was modified; and

WHEREAS, Ingham County has sixty days, i.e., until July 29, 2009, in which to raise objections to the Township's proposed change to the Detailed Project List, and if no objections are raised, then the Tax Sharing Agreement shall be amended by replacing the current Detailed Project List (Exhibit B Replacement) with a new Detailed Project List, Exhibit B (2009 Replacement); and



WHEREAS, the amount of County tax capture allowed by the Tax Sharing Agreement was limited to \$7 million in direct costs, and \$4 million for financing, for a total County tax capture not to exceed \$11 million; and

WHEREAS, the proposed amendment of the Tax Sharing Agreement with a new Detailed Project List, Exhibit B (2009 Replacement) would not affect the agreed-upon amount of total County tax capture.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners raises no objection to the amendment of the Tax Sharing Agreement with a new Detailed Project List, Exhibit B (2009 Replacement), and approves the new Detailed Project List, Exhibit B (2009 Replacement) to become part of the Tax Sharing Agreement; and

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign any necessary documents to this effect on behalf of Ingham County, upon review and approval by civil counsel.

Charter Township of Lansing  
Exhibit "B" (2009 Replacement)

Infrastructure Improvement Cost Estimate Summary

Infrastructure Improvement	Cost	Included on 2004 Ingham County Project List	2005 Update		2009 Update		Time Frame	Financing
			Estimated Ingham County Direct Cost	Estimated Ingham County Finance Cost	Estimated Ingham County Direct Cost	Estimated Ingham County Finance Cost		
<b>Road Extensions/Improvements</b>								
Coleman Road	\$ 3,063,000	Yes	\$ 2,000,000	\$ 2,400,000	\$ -	\$ -		
Sam's Way	\$ 4,320,105				\$ 1,880,838	\$ 1,100,000	Complete	Financed***
Sam's Way Widening from Towne Center to Wood Street	\$ 382,000							
Towne Center Boulevard	\$ 677,000							
Chamberlain Road	\$ 722,000							
Lake Lansing Road	\$ 1,570,198				\$ 1,570,198	\$ 850,000		
David Street	\$ 927,000							
Barritt Street	\$ 312,000							
Intersection Improvements	\$ 1,647,116		\$ 235,000	\$ 282,000	\$ 1,647,116	\$ 1,000,000	Complete	Financed***
SPIJ	\$ 43,644,000*	Yes						
<b>Sub-total</b>	<b>\$ 57,264,419</b>							
<b>Parking Structures</b>								
P1 Krispy Kreme Infill (west)	\$ 9,000,000	Yes						
P2 Krispy Kreme Infill (east)	\$ 7,200,000	Yes						
P3 North Eastwood (west)	\$ 11,000,000	Yes						
P4 North Eastwood (east)	\$ 11,000,000	Yes						
P5 South Eastwood	\$ 8,700,000	Yes						
<b>Sub-total</b>	<b>\$ 46,900,000</b>							
<b>Streetscape (includes sidewalks)</b>								
Lake Lansing Road Traffic Circle to U.S. 127	\$ 341,600							
Lake Lansing Road Township Boundary to Traffic Circle	\$ 154,700							
Sam's Way Extension	\$ 434,000							
Wood Road	\$ 168,700							
Towne Center Boulevard	\$ 238,700							
Preyde Boulevard	\$ 156,800							
Showtime Drive	\$ 379,400							
<b>Sub-total</b>	<b>\$ 1,873,900</b>							
<b>Plazas</b>								
Lake Lansing/Wood Road Plaza	\$ 277,000							
Sam's Way/Wood Road Plaza	\$ 178,700							
Gateway Plazas (4)	\$ 400,000							
<b>Sub-total</b>	<b>\$ 855,700</b>							
<b>Pedestrian Improvements</b>								
North Eastwood Pedestrian Spine	\$ 650,000							
Sidewalks (short infill connectors)	\$ 500,000	Yes	\$ 50,000		\$ 316,192		Complete	Pay as go
Eastwood Pedestrian Connectors	\$ 924,000							
<b>Sub-total</b>	<b>\$ 2,074,000</b>							
<b>Utility Improvements</b>								
Install Underground Electrical	\$ 7,700,000	Yes	\$ 2,000,000	\$ 1,288,000	\$ 341,620	\$ 100,000	2007 to 2012	Financed***
Water Main	\$ 235,000							
Sanitary Sewer	\$ 1,150,000	Yes	\$ 250,000	\$ 50,000	\$ 146,928		2010 to 2015	Pay as go
Storm Water	\$ 3,500,000	Yes	\$ 2,300,000		\$ 1,117,108	\$ 850,000	Complete	Financed***
<b>Sub-total</b>	<b>\$ 12,585,000</b>							
			Ingham County	Ingham County	Ingham County	Ingham County		
<b>Total</b>			<b>Direct Total:</b>	<b>Finance Total:</b>	<b>Direct Total:</b>	<b>Finance Total:</b>		
			<b>\$ 6,835,000.00</b>	<b>\$ 4,000,000.00</b>	<b>\$ 7,000,000.00</b>	<b>\$ 4,000,000.00</b>		

\*Not a required improvement.  
 \*\* The 2004 Ingham County Project List total included the SPIJ, which is now considered a non-required Project (Note \* above).  
 \*\*\* Financed means that the incurred expense is to be repaid over a period of time through bonds or loans.  
 Note: All Ingham County captured funds will be spent on tangible assets located within Ingham County's jurisdiction.

MEMORANDUM

July 9, 2009

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Second Quarter 2009 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County Budget for the second quarter of fiscal year 2009. The total increase to the General Fund is \$6,600.

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

This quarterly adjustment contains adjustments requiring Board approval due to an increase in the size of the total budget (recognizing WebTecs revenue in the District Court to offset related merchant fees; creating a budget for the Animal Acquisition Trust Fund within the Potter Park/Zoo Fund; and increasing State Child Care Funds and the Juvenile Justice Millage transfer to increase the phone budget for the Ingham Academy). Also requiring Board approval is a transfer from permanent salaries to seasonal wages in the Park Fund due to a leave without pay situation (not related to the voluntary leave without pay provision approved by the Board earlier in the year.) One reappropriation of a capital item omitted from the 1<sup>st</sup> Quarter Adjustment is included (carpeting for the Human Services Building). Finally, a contingency appropriation is recommended for the dog law claim approved by the Law Enforcement Committee in April.

Also included is an update of Contingency Fund spending so far this year. If the attached resolution is approved as proposed, the contingency amount will be \$332,954. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$583,495.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS  
TO THE 2009 INGHAM COUNTY BUDGET**

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

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 7/01/09</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$81,547,211	\$6,600	\$81,553,811
208	Parks	2,156,111	0	2,156,111
258	Potter Park/Zoo	4,556,404	15,000	4,571,404
264	Juvenile Justice Millage	4,936,174	1,600	4,937,774
292	Family Div – Child Care	14,278,925	3,200	14,282,125
631	Building Auth. Operating	3,825,314	15,000	3,840,314

## GENERAL FUND REVENUES

	2009 Budget – <u>7/01/09</u>	<u>Proposed</u> <u>Changes</u>	2009 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
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
<b>Intergovernmental Transfers</b>			
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	1,454,848		1,454,848
<b>Department Generated Revenue</b>			
Animal Control	659,542		659,542
Circuit Court - Family Division	802,721		802,721
Circuit Court - Friend of the Court	519,362		519,362
Circuit Crt - General Trial	2,264,627		2,264,627
Cooperative Extension	65,400		65,400
County Clerk	590,800		590,800
District Court	2,633,892	6,600	2,640,492
Drain Commissioner/Drain Tax	160,000		160,000
Economic Development	64,942		64,942
Elections	36,650		36,650
Emergency Operations	140,021		140,021
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	721,639		721,639
Register of Deeds	1,576,376		1,576,376
Remonumentation Grant	103,009		103,009
Sheriff	5,596,382		5,596,382
Treasurer	7,094,789		7,094,789
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	356,577		356,577
<b>Total General Fund Revenues</b>	<b>81,547,211</b>	<b>6,600</b>	<b>81,553,811</b>

#### GENERAL FUND EXPENDITURES

	2009 Budget – <u>7/01/09</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	2,424,121	6,600	2,430,721
Circuit Court - Friend of the Court	1,397,718		1,397,718
Jury Board	1,757		1,757
Probate Court	1,473,557		1,473,557
Circuit Court - Family Division	6,491,004		6,491,004
Jury Selection	71,032		71,092
Elections	268,108		268,108
Financial Services	708,543		708,543
County Attorney	418,856		418,856
County Clerk	772,524		772,524
Controller	867,526		867,526
Equalization/Tax Services	690,735		690,735
Human Resources	610,432		610,432
Prosecuting Attorney	6,237,072		6,237,072
Purchasing	262,640		262,640

Facilities	1,881,683		1,881,683
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	320,228		320,228
Sheriff	19,445,845		19,445,845
Community Corrections	134,481		134,481
Animal Control	1,442,509	12,849	1,455,358
Emergency Operations	267,350		267,350
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	772,431		772,431
Parks and Recreation	1,998,705		1,998,705

Contingency Reserves	345,803	(12,849)	332,954
2-1-1 Project	25,000		25,000
Capital Improvements	3,191,886		3,191,886
<b>Total General Fund Expenditures</b>	<b>81,547,211</b>	<b>6,600</b>	<b>81,553,811</b>

### General Fund Revenues

District Court                      Increase WebTecs revenue \$6,600.

### General Fund Expenditures

District Court                      Increase Merchant Fee expense associated with WebTecs project \$6,600. Cost will be covered by increased revenue collection.

Animal Control                      Increase budget \$12,849 for dog law claim as approved by the Law Enforcement Committee on April 6, 2009.

Contingency                          Decrease contingency \$12,849 for dog law claim as approved by the Law Enforcement Committee on April 6, 2009.

### Non-General Fund Adjustments

Parks (F208)                              Transfer funds from permanent wages to temporary wages due to an employee on leave without pay. (\$1,343) (This was not a voluntary leave without pay as authorized by R09-081.)

Potter Park/Zoo (F258)                              Set up revenue and expenditure budget for Animal Acquisition Trust Fund account. (\$15,000)

Juvenile Justice Millage (F264)                              Increase transfer to Child Care Fund for Ingham Academy phone charges. (\$1,600)

Child Care Fund (F292)                              Increase Ingham Academy budget for phone charges not anticipated during budget development. (\$3,200) Cost will be split 50%/50% between the State Child Care Fund and the Juvenile Justice Millage.

Human Services Building (F631)                              Reappropriate funds for carpet replacement per 2008 capital budget. (\$15,000)



**2009 CONTINGENCY**

Adopted Contingency Amount	\$583,495
R09-024: Inmate Telephones	(156,000)
R09-118: LEAP Membership	(35,000)
R09-121: 1 <sup>st</sup> Quarter Adjustment	(6,141)
R09-214: FOC/Family Support Imaging	(40,551)
Proposed: 2 <sup>nd</sup> Quarter Adjustment	(12,849)
<b>Current Contingency Amount</b>	<b>\$332,954</b>

RESOLUTION STAFF REVIEW

DATE July 10, 2009

Agenda Item Title: Resolution Authorizing a Contract with Granicus to Purchase a Web-Based Audio\Video Recording Application for the Board of Commissioners' Room, Register of Deeds, Ingham County Parks, Potter Park Zoo, Board of Commissioners' Office, MSU Extension and Land Bank

Submitted by: Mike Bryanton, Ingham County Clerk and Becky Bennett, Board Coordinator

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

Summary of Proposed Action: This resolution will approve the purchase and maintenance agreement for a new recording system to be used for the purpose of recording minutes of meetings for the County.

Financial Implications: The cost of the equipment is \$28,672.14. The cost for the maintenance agreement for 2009 is \$4,539.00. The 2010 cost for the maintenance is \$908.00 per month or \$10,896.00 for the year.

Other Implications: The recording equipment will be made available to other Departments to assist them with recording of minutes for Ingham County meetings.

Staff Recommendation: MJM X JN \_\_ TL \_\_ TM \_\_ JC \_\_  
Staff recommends approval of the resolution.

MEMORANDUM

**TO:** County Services and Finance Committees

**FROM:** Mike Bryanton, Ingham County Clerk  
Becky Bennett, Board Coordinator

**RE:** Request to Enter into a Contract with Granicus for  
A Web-Based Audio/Video Recording Application

**DATE:** July 8, 2009

The audio/video recording equipment in the Board of Commissioners' Room is unreliable, costly to repair and should be replaced. Granicus provides a web-based audio/video application that will meet the needs of the Board of Commissioners, and also provide minute taking software which can be used by staff in the County Clerk's Office, Board of Commissioners' Office, and the Land Bank.

This application will also allow for the Register of Deeds to record web-based information videos which will help in his community outreach effort to inform residents of the risk of mortgage fraud in the area. The Parks Department, Potter Park Zoo and MSU Extension have also expressed an interest in using this technology to broadcast educational and instructional videos.

The audio and video recordings will be maintained by Granicus at their location, and will be made available to residents of Ingham County through the County's website. The use of the Granicus application will allow the recording of meetings to be set up in advance, which will eliminate the need for support staff to be present at advisory boards, Land Bank and Full Board of Commissioners' meetings, resulting in a cost savings to the County.

The total amount necessary is \$33,211.14, which includes a one time cost of \$28,672.14 for the purchase of equipment and software, and \$4,539 for the maintenance fee for the remainder of 2009. A complete breakdown of the costs and funding is attached. The departments utilizing this equipment and software will share the \$908 monthly maintenance fee beginning in 2010.

If you have any questions, please feel free to contact us.

**Packet #73-09**  
 Audio/Video Solution  
 Pricing Provided by Granicus, Inc.

<b>Description</b>	<b>Primary</b>
	<b>Solution Costs</b>
Software	\$15,030.00
Installation & Training	\$9,495.83
Hardware	\$2,796.31
Shipping	\$150.00
Carts for mobile systems	\$700.00
Camcorder & Tripod	\$500.00
<b>Total One Time Costs</b>	<b>\$28,672.14</b>
Monthly Cost of \$907.80	
2009 5 months of service	
<b>Total 2009 Monthly Costs</b>	<b>\$4,539.00</b>
<b>Total Costs for 2009</b>	<b>\$33,211.14</b>

Granicus, Inc. only provides their services to governmental agencies, Ingham County would be purchasing their solution by using Shelby Townships extendable cooperative agreement.

Elected Officials, County Departments and Agencies have viewed the presentation and the scope of services that will be provided by Granicus. MIS has researched not only the services but the company and found them to be a solid company that can provide all of the services required by the County and also has the capability to expand as the County needs increase.

<b>Funding</b>	
Board of Commissioners	\$1,000.00
County Clerk	\$1,000.00
MSU Extension	\$500.00
Parks Department	\$1,000.00
Register of Deeds	\$5,000.00
Equipment Revolving Fund	\$24,711.14
	<b>\$33,211.14</b>

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH GRANICUS TO PURCHASE A WEB-BASED AUDIO\VIDEO RECORDING APPLICATION FOR THE BOARD OF COMMISSIONERS’ ROOM, REGISTER OF DEEDS, INGHAM COUNTY PARKS, POTTER PARK ZOO, BOARD OF COMMISSIONERS’ OFFICE, MSU EXTENSION AND LAND BANK**

WHEREAS, the audio\video recording equipment in the Board of Commissioners’ Room is unreliable and in need of repair; and

WHEREAS, the County Clerk, in conjunction with the Register of Deeds, Board of Commissioners’ Office, Ingham County Parks, Potter Park Zoo, MSU Extension and Land Bank, has a need for a web-based audio\video recording application in order to make the Board of Commissioners’ meetings and important County information accessible to the public, while improving efficiency as well; and

WHEREAS, this application will allow the full Board of Commissioners’ meetings to be broadcast live via the internet and the Register of Deeds to post webcasts on the County’s website through his community outreach efforts to inform the public of mortgage fraud; and the Parks Department, Potter Park Zoo and MSU Extension to broadcast educational and instructional videos; and

WHEREAS, this application will also be utilized to record the meetings of the Board of Commissioners’ Liaison Committees, several advisory boards and Land Bank for the purpose of transcribing the minutes; and

WHEREAS, the use of the Granicus application will allow the recording of meetings to be set up in advance, which will eliminate the need for secretarial staff to be present at advisory boards, Land Bank and Full Board of Commissioners’ meetings, resulting in a cost savings to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a contract with Granicus, Inc., 568 Howard Street, Suite 300, San Francisco, CA 94105, to purchase a web-based audio\video recording application for the Board of Commissioners’ Room, Register of Deeds, Board of Commissioners’ Office, Parks Department, Potter Park Zoo, MSU Extension and Land Bank for a total amount of \$33,211.14, which includes \$28,672.14 for the cost of equipment and software, and \$4,539.00 for the maintenance fee for the remainder of 2009.

BE IT FURTHER RESOLVED, that the departments utilizing this application will share the cost of the \$908 monthly maintenance fee beginning in 2010.

BE IT FURTHER RESOLVED, that the necessary funds will be taken from the following line budgets:

Equipment Revolving Fund	\$24,711.14
Board of Commissioners	1,000.00
County Clerk	1,000.00
Ingham County Parks/Potter Park Zoo	1,000.00

MSU Extension	500.00
Register of Deeds Automation Fund	5,000.00
	<hr/>
	\$33,211.14

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

BE IT FURTHER RESOLVED, that other departments that opt to use the Granicus audio\video recording application will contribute towards the monthly maintenance fee.

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.

**Ingham County Circuit Court  
30th Judicial Circuit**

P.O. BOX 40771  
313 W. KALAMAZOO STREET  
LANSING, MI 48901-7971  
TELEPHONE: (517) 483-6500

**Agenda Item 4**

WILLIAM E. COLLETTE  
Chief Circuit Judge

DAVID L. EASTERDAY  
Circuit Court Administrator



SHAUNA DUNNINGS  
Deputy Court Administrator /  
Friend of the Court

RHONDA K. SWAYZE  
Deputy Court Administrator /  
General Trial Division

MAUREEN WINSLOW  
Deputy Court Administrator /  
Juvenile Division

## MEMORANDUM

To: Mr. John Neilsen  
From: David Easterday *DE*  
Date: June 30, 2009  
Re: Judge Baird's Court Officer / Research Clerk

**RECEIVED**  
JUL 2 - 2009  
INGHAM COUNTY  
CONTROLLER'S OFFICE

Judge Baird's Court Officer / Research Clerk will be leaving at the end of August to move to Indiana. Judge Baird would like to talk to the County Services Committee about an exception to the hiring freeze for the position. Her memo is attached to this correspondence.

Would you please have this added to the next County Services Committee agenda? It is my understanding that the meeting is scheduled for Tuesday, July 21<sup>st</sup> starting at 7:00 p.m.

Thank you.

cc: Judge Laura Baird

MEMORANDUM

Agenda Item 4

TO: COUNTY SERVICES COMMITTEE

FROM: LAURA BAIRD, FAMILY COURT JUDGE

RE: REQUEST TO WAIVE HIRING FREEZE FOR CIRCUIT COURT OFFICER/RESEARCH CLERK POSITION

DATE: JUNE 19, 2009

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My current court officer/law clerk, Leah Good, has submitted her letter of resignation stating that she will be leaving her position as of August 28, 2009. Without filling the position upon her departure, I will not be able to successfully fulfill my duties as an Ingham County Judge. It is the need for this position which brings me before your committee.

Each Judge has an office staff of a court reporter, judicial assistant and court officer/law clerk. Not having a full staff would create a significant hardship on my ability to do my daily work. The court officer is the only staff member with the accreditation to assist me in the analysis of the law. One specific case in which this is especially needed is the current case of Duncan et al v the State of Michigan and Jennifer Granholm. This case recently came back from the Michigan Court of Appeals and is expected to be back before me in the near future. This case could ultimately impact the entire State of Michigan's indigent defense system and, therefore, it is imperative I am able to properly research the law and execute a thorough opinion, while not neglecting my other ongoing cases.

The Court Officer additionally helps on a daily basis in the legal review of orders, motions and personal protection orders by communicating legal direction not only to my staff but also to attorneys and persons appearing in pro per (without attorneys). She helps in the preparation of daily cases, acts as back-up to my judicial assistant, retrieves documents and filings from an already overwhelmed clerk's office and helps me analyze and identify new statutes and court rules. On a larger scale, the Court Officer is the first in line to create order and security for me, my staff, jurors and the general public. This position is the only of my staff deputized by the Ingham County Sheriff's department and retains the ability to arrest and escort prisoners in the absence of Sheriff's Department deputies. Additionally, the court officer has the distinct responsibility to manage jurors on my behalf. She is sworn to escort jurors to and from the courtroom and jury room and act as a liaison between the jury and the judge.

Lastly, the entire Circuit Court domestic division utilizes the family division court officers each week to assist the Personal Protection Order Judge when such hearings are held. The court officer would again be the only person with a legal background able to assist that judge in the interpretation and execution of the proper laws and procedures that



go along with PPOs. The loss of my court officer would create a hardship on the other Judges as their court officers would need to fill in on extra days, not allowing them to complete the duties of their assigned Judges.

Therefore, I request that the position of court officer be posted immediately so that someone may begin the Monday following Ms. Good's departure. While I sympathize with the plight of Ingham County and its budget crisis, I must first honor my responsibility as an elected official of the people. A Court Officer is imperative so that I may be able to complete my duty to provide justice and fairness to the people of the 30<sup>th</sup> Circuit Court. I thank you for your consideration.

**MEMORANDUM**

TO: County Services Committee

FROM: Curtis Hertel, Jr.  
Register of Deeds

DATE: July 8, 2009

SUBJECT: Request to Waive Hiring Freeze for Vacant Document Coordinator Position.

Due to the untimely illness and subsequent retirement of the Document Coordinator within the Register of Deeds' Office, this position has been vacant since the end of January. The Document Coordinator is responsible for collecting state and county transfer tax, balances cash drawer at the close of each business day, inputs data concerning recorded documents and retrieves information for customer or office use, provides information on documents that have been recorded, fee schedules, and other information related to recording property, and responds to the more difficult and complex inquiries from customers. This position is also responsible for researching information on property, checks on the status of deeds, determines grantor-grantee, mortgagor-mortgagee, survey, and other information.

This vacancy creates a severe hardship on the operation of the department and affects the quality of service provided to the residents of Ingham County by the Register of Deeds' Office. I am requesting your approval to fill the Document Coordinator position.

Since I have a several employees within the department that may apply for this position, in the event it is filled internally, I am also requesting authorization to fill the position left vacant as a result of the promotion of a current employee.

Thank you for your consideration.

RESOLUTION STAFF REVIEW

DATE July 10, 2009

Agenda Item Title: Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

Submitted by: Ingham County Treasurer

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

Summary of Proposed Action: This resolution authorizes the County Treasurer, acting as the Foreclosing Governmental Unit, to acquire tax foreclosed property. The Ingham County Land Bank Authority on June 1, 2009 passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities.

Financial Implications:  
See the attached 2009 Tax Foreclosure Chart in the Resolution.

Other Implications: This resolution has been reviewed for legal compliance by the County Attorney, and has been found compliant with the General Property Tax Act (P.A.123 of 1999).

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 TO UTILIZE THE COUNTY'S OPTION TO  
ACQUIRE TAX FORECLOSED PROPERTY**

WHEREAS, the Ingham County Treasurer is acting as the foreclosing governmental unit under P.A. 123 of 1999; and

WHEREAS, the General Property Tax Act (PA123 of 1999), allows a county, under MCL 211.78m(1), to purchase tax foreclosed property for the minimum bid which is defined in statute; and

WHEREAS, the County Board of Commissioners wish to utilize their local option to acquire tax foreclosed property not otherwise optioned by the State of Michigan or other local units of government; and

WHEREAS, the Ingham County Land Bank Authority (the "Authority") on June 1, 2009 passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities.

THEREFORE BE IT RESOLVED, that the Board of Commissioners requests the County Treasurer, acting as the Foreclosing Governmental Unit, to accept the minimum bid in the name of Ingham County for the properties identified in the attached list, subject to local and state option and other deletions as required by statute and Land Bank Priorities, Policies and Procedures.

BE IT FURTHER RESOLVED, that acquisition cost shall be covered by the Ingham County Land Bank Authority.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary documents as approved to form by the County Attorney to convey said properties to the Authority.

2009-2 Forc. Purchases

<b>Parcel Number</b>	<b>Address</b>	<b>Assessed</b>	<b>Cost</b>
33-01-01-10-409-071	Clark	4,300	1,247.41
33-01-01-10-409-081	934 Clark	69,100	11,778.56
33-20-01-12-118-103	1430 Weatherhill	13,000	4,373.08
33-20-01-12-118-104	1428 Weatherhill	13,000	4,373.08
			\$21,772.13

**Agenda Item 7a**

DATE: June 15, 2009  
TO: County Services Committee  
FROM: Willis Bennett  
RE: Lake Lansing South Park – Parking Lot Paving

In the 2008 Parks budget \$98,500 was appropriated through Capital Improvement funding to repair and asphalt the Lake Lansing South Park parking lot. A survey of the area was done at an expense of \$3,088 leaving a balance of \$95,412 from the initial appropriation. Since originally submitted as a budget request item in 2007 the projected cost of the project has risen significantly due to the rising prices of petroleum products. We do not have enough funding to asphalt the parking lot.

We would like to use \$65,000 of the remaining \$95,412 allocated for this project to improve the drainage, add gravel and grade the parking lot. The remaining \$30,412 could be returned to the County capital improvement fund or the funds could remain in the Parks capital improvement fund until such time as additional funds can be appropriated to complete the project.

In the event that this paving project is completed in the future, the improvements made this year would not be a repeated cost. Spending \$65,000 on repairs to the parking lot infrastructure will increase visitor satisfaction, reduce erosion concerns and eliminate ADA concerns. Please see attached itemized budget for this project.

We are seeking approval, at this time, so that an RFP can be requested and the project could be scheduled for completion in the fall of 2009.

**Agenda Item 7a**

Ingham County Lake Lansing South Park

Updated 2/4/2009

Cost Estimate - Paving of LLS Parking Lot

ITEM	QUANTITY	UNIT	COST	TOTAL
Remove Concrete Pavement	60	SQYD	\$2.00	\$120.00
Unclassified Excavation	200	CYD	\$15.50	\$3,100.00
Fine grading	8100	SQYD	\$0.75	\$6,075.00
22 A Aggregate Base	500	Ton	\$12.00	\$6,000.00
2' Drainage Structure/ E Cover	2	EA	\$1,200.00	\$2,400.00
8" Sewer Pipe Schedule 40	420	LFT	\$20.00	\$8,400.00
4" Underdrain	1000	LFT	\$6.00	\$6,000.00
<del>2.5 13A Modified HMA</del>	<del>1375</del>	<del>Ton</del>	<del>\$60.00</del>	<del>\$82,500.00</del>
<del>1.5 36A Modified HMA</del>	<del>700</del>	<del>Ton</del>	<del>\$68.00</del>	<del>\$47,600.00</del>
Restoration	1	LS	\$3,000.00	\$3,000.00
Traffic Control	1	LS	\$2,000.00	\$2,000.00
Mobilization	1	LS	\$3,000.00	\$3,000.00
Contingencies				\$17,000.00
Bid package and Field inspection				<u>\$8,000.00</u>
				\$65,095.00

The items that are ~~stricken~~ from the above cost proposal are the asphalt.



The pictures shown are of flooding of the Lake Lansing Park-South parking lot this past Saturday, June 20<sup>th</sup>, 2009. A pump is being used to remove the water.





# MEMO

Date: July 6, 2009  
To: County Services Committee  
From: Willis Bennett, Director  
Re: Waiving Hiring Freeze  
Friend of the Court Crew Leader (Position #142982)

Currently we have a vacant “seasonal” (temporary) Friend of the Court Crew Leader position for the Jail Alternative Sentencing Program (JASP). Historically this has been a seasonal position. One third of the funds for the position are budgeted in the Parks Operational Budget and two thirds of the funding is provided by a grant through the Friend of the Court.

Recently, the two existing positions filed to have union representation. There is a tentative contract at this time, awaiting final approval by both parties.

I am requesting to fill the position at this time. This person supervises the workers assigned by the Friend of the Court (FOC). The crew is responsible for many of the daily maintenance duties at Hawk Island as well as specific projects. The staffing level at the park is not sufficient to supervise this additional work force, which can be up to as many as 8 workers.

This position is responsible for more than just the supervision of the crew. The supervisor also attends to the various administrative needs that the Jail Alternative Sentencing Program (JASP) requires.

This position is currently funded by the 2009 Parks Budget and adequate funds are available, no additional request for funding will be required.

## MEMO

Date: July 9, 2009  
To: County Services Committee  
From: Willis Bennett, Director  
Re: Out of State Travel

Pursuant to the County's Travel Policy, I am requesting a waiver to permit three (3) Potter Park Zoo staff to travel out of state to attend AZA conferences.

In the attachments, you will find details of the nature of the conferences, the role of our employees at the conference and the approximate cost for each. It is not possible to determine the exact cost without booking the actual flight, which is not possible until approval for travel from this committee. Dr. Harrison asked Financial Services to book her flight and through a series of miscommunications did not indicate at the time that the out of state travel had not been approved by County Services as yet. This is the only airfare that is not an estimate.

The Potter Park Zoo Board recognizes the need to continue to support staff with conference attendance and in this case, all three employees play an integral role in the conferences.

Adequate funds are available within the Potter Park Zoo Budget, supported fully by millage funds; no General Fund money will be used.

I recommend that Gerry Brady, Zoo Director; Dr. Tara Harrison, Veterinarian/Curator; and Deb Paperd, Veterinary Technician, be approved to travel out of state to attend AZA conferences.

## MEMO

To: Willis Bennett, Ingham County Parks Director  
From: Gerry Brady, Zoo Director  
Date: July 15, 2009  
Re: Potter Park Zoo (PPZ) employees request to travel out of state and attend zoo related conferences in September and October

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The following employees are requesting permission to attend a conference and/or workshop that is zoo related and significant.

**Gerald Brady, Zoo Director** is requesting approval to travel to the Association of Zoos and Aquariums (AZA) Annual Conference in Portland, Oregon, September 13 to 17, 2009, to present two papers to the AZA conservation delegation, participate in accreditation meetings and workshops, attend a wide variety of meetings directly related to zoo operations involving master planning, marketing and development, exploring ideas and best practices, sharing information directly related to Potter Park Zoo, to learn about new technologies and programming, researching a new admissions system for the collection of important demographics, collect information for the zoo's new exhibits related to the zoo's masterplan development, to converse with over 150 service providers, and networking with peers. The cost of this conference is approximately \$1,750.00.

Registration: \$475.00 (AZA discount member fee)  
Hotel: \$871.85 (5 nights-174.37 @ Hilton Portland – AZA Conference Hotel)  
Airfare: \$370.00 (estimate)  
Shuttle: \$ 30.00  
Food: Will pay for own food

**RESOLUTION STAFF REVIEW**

**DATE** July 10, 2009

**Agenda Item Title:** Resolution to Authorize a Michigan Community Service Commission AmeriCorps Grant

**Submitted by:** Health Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_ X\_, CS\_ X\_, Finance\_ X\_

**Summary of Proposed Action:**

This resolution accepts a grant from the Michigan Community Service Commission (MCSC) to establish an AmeriCorps Project in Ingham County, and to authorize the creation of a full-time, grant-funded coordinator position to manage project operations.

When it became known in late 2008 that the MCSC would be accepting applications for new AmeriCorps projects in Michigan, the Ingham County Health Department, on behalf of the Power of We Consortium, applied to become a sponsor of a 10-member pool of AmeriCorps members in order to increase the capacity of community and faith-based organizations to meet priority goals in Ingham County.

**Financial Implications:**

The grant amount offered by MCSC is for \$134,419, for the time period of October 1, 2009 through September 30, 2010. The total amount currently includes \$59,738 (salary and fringe) for a full-time program coordinator, staff training/travel, and partial AmeriCorps member support. The coordinator position will expire when the grant expires.

The grant requires a 20% cash and in-kind match, which totals \$98,185. ICHD has budgeted \$10,000 in cash match plus in-kind support. Ten AmeriCorps member host sites, selected through an RFP process, will each agree to contribute approximately \$7,000 in cash for a one-year, full-time member, which includes health insurance provided through the federal program. ICHD will provide payroll services for AmeriCorps members through its regular payroll process.

**Other Implications:**

None.

**Staff Recommendation:** MJM\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_ X\_

Staff recommends approval of the resolution.

## MEMORANDUM

**To:** Human Services Committee  
County Services Committee  
Finance Committee

**From:** Dean G. Sienko, M.D., M.S., Health Officer

**Date:** July 7, 2009

**Subject:** AmeriCorps Project Grant

This is a recommendation to accept a grant from the Michigan Community Service Commission (MCSC) to establish an AmeriCorps Project in Ingham County, and to authorize the creation of a full-time, grant-funded coordinator position to manage project operations.

Ingham County has enjoyed a rich tradition of hosting both AmeriCorps\* VISTA members and AmeriCorps members who work to alleviate poverty while personally acquiring valuable leadership experience. When it became known in late 2008 that the MCSC would be accepting applications for new AmeriCorps projects in Michigan, the Ingham County Health Department, on behalf of the Power of We Consortium, applied to become a sponsor of a 10-member pool of AmeriCorps members in order to increase the capacity of community and faith-based organizations to meet priority goals in Ingham County.

AmeriCorps and AmeriCorps\*VISTA are federal programs operating under the federal Corporation for National and Community Service (CNCS). The Ingham County Health Department, on behalf of the Power of We Consortium, has hosted a 13-member VISTA Project since 2006 which provides year long, full-time members to organizations serving at-risk populations.

- VISTA members provide indirect, capacity building service to organizations
- AmeriCorps members provide direct programmatic service to organizations and target populations

The grant offered by MCSC is for the period of October 1, 2009 through September 30, 2010, with the intent that it be annually renewed.

The grant amount offered by MCSC is for \$134,419, which currently includes \$59,738 (salary and fringe) for a full-time program coordinator, staff training/travel, and partial AmeriCorps member support. The coordinator position will expire when the grant expires.

The grant requires a 20% cash and in-kind match, which totals \$98,185. ICHD has budgeted \$10,000 in cash match plus in-kind support. Ten AmeriCorps member host sites, selected through an RFP process, will each agree to contribute approximately \$7,000 in cash for a one-year, full-time member, which includes health insurance provided through the federal program. ICHD will provide payroll services for AmeriCorps members through its regular payroll process.

I recommend that the Board of Commissioners adopt the attached resolution to accept a grant from the Michigan Community Service Commission to establish an AmeriCorps Project and to authorize the AmeriCorps Coordinator position.

Attachments

c:     John Jacobs, w/attachment  
       Renee Canady w/attachment  
       Peggy Roberts w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A MICHIGAN COMMUNITY SERVICE COMMISSION  
AMERICORPS GRANT**

WHEREAS, the Ingham County Board of Commissioners has as long term objectives the prevention and control of disease and meeting the basic needs of its citizens in a manner which emphasizes an educated and participating citizenry; and

WHEREAS, the Power of We Consortium successfully competed for a grant from the Michigan Community Service Commission (MCSC) for a Michigan's AmeriCorps project that will place ten full-time AmeriCorp members within organizations throughout the greater Lansing area to improve resident's physical activity and nutrition; and

WHEREAS, the ten AmeriCorps members will promote the use of non-motorized transportation on trails, greenways, and city streets, and increase the use of community gardens and farmers' markets in previous food deserts; and

WHEREAS, on June 23, 2009, MCSC awarded the Ingham County Health Department, acting as fiduciary for the Power of We Consortium, a grant of \$134,419 to implement the Consortium's AmeriCorps project for the period of October 1, 2009 through September 30, 2010; and

WHEREAS, the MCSC requires a non-federal 20% local match of cash and in-kind contributions for each budget period; and

WHEREAS, to implement this initiative, the Health Officer has requested authority to hire a full-time grant-funded program coordinator; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts an AmeriCorps grant of \$134,419 from the Michigan Community Service Commission for the period of October 1, 2009 through September 30, 2010, for the purpose of placing AmeriCorps volunteers in the community to increase citizen access to healthy lifestyle opportunities.

BE IT FURTHER RESOLVED, that a non-federal 20% local match is authorized by a \$10,000 cash match and in-kind contributions from the Health Department's Budget, with the remainder obtained through cash contributions of approximately \$7,000 from each of the ten AmeriCorps member host sites, as selected through a Request for Proposal process.

BE IT FURTHER RESOLVED, that the Health Department is authorized to hire a full-time grant-funded program coordinator.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents after review by the county attorney.



**MEMORANDUM**

TO: County Services Committee

FROM: Dean G. Sienko, M.D., M.S., Health Officer

DATE: July 9, 2009

RE: Request to Waive Hiring Freeze for Vacant Jail Nurse Position

Due to the resignation of Tekisha McGowan on June 24, 2009, the Health Department now has a vacant Jail Nurse position. This position is critical to the delivery of timely medical services provided to inmates housed within the Ingham County Jail. This position is an afternoon shift position (2:30 pm to 11:00 pm) and serves an important triage function determining when transport of an inmate to an off-site medical facility is warranted.

If the position remains unfilled there is significant likelihood that General Funds saved would be offset by expenditures for inappropriate transport for off-site services. In addition, the Health Department's ability to timely response to Jail requests for medical assistance and assessment would be compromised.

I respectfully request your consideration to fill this critical position.

c: Jaeson Fournier, DC, MPH, Deputy Health Officer, w/attachment  
John Jacobs, CPA, Chief Financial Officer, w/attachment  
Barbara Mastin, MA, Chief Operating Officer, w/attachment  
David Saltman, RN, MPA, Health Center Administrator, w/attachment

.

**MEMORANDUM**

**TO:** County Services Committee

**FROM:** Dean G. Sienko, M.D., M.S. Health Officer

**DATE:** July 9, 2009

**RE:** Request to Waive Hiring Freeze for the Communicable Disease Investigator

In recognition of the county hiring freeze implemented by Resolution 09-081, this memo is submitted to request an exception to the hiring freeze as related to the Communicable Disease Investigator (CDI) position (601233) in the Health Department.

The CDI position, housed in the Disease Control Office, is critical for carrying out our statutory local health department responsibilities. The CDI carries out Partner Counseling and Referral Services (PCRS) in relation to sexually transmitted diseases, including disease investigation and partner notification for those who have been exposed to these communicable diseases. Filling this position is especially critical at this time, given current trends which indicate and significant increase in the spread of syphilis in our community.

I am happy to provide additional justification and appreciate your consideration of this request.

c: Renee Canady, Deputy Health Officer

RESOLUTION STAFF REVIEW

DATE July 10, 2009

Agenda Item Title: Resolution Authorizing Entering into a Contract with Rieth-Riley Construction Company to Reconstruct the Existing Asphalt Parking Lot at the Ingham County Fairgrounds Office Building

Submitted by: Facilities Department

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

Summary of Proposed Action:

This resolution would authorize awarding a contract to Rieth-Riley Construction Company to provide reconstruction of the asphalt parking at the Fairgrounds Office parking lot.

Financial Implications:

The not to exceed cost of this project is \$99,448.95, which includes a contingency of \$6,000.00 for unforeseen items that may arise.

Other Implications:

The Purchasing and Facilities Departments both concur that a contract be awarded to Rieth-Riley Construction Company, who submitted the lowest responsive and responsible bid and 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: Rick Terrill, Facilities Director

DATE: July 9, 2009

SUBJECT: Fairgrounds Parking Lot

The resolution before you authorizes awarding a contract to Rieth-Riley Construction Company for the purpose of reconstructing the existing asphalt parking lot at the Ingham County Fairgrounds Office Building.

We are confident that Rieth-Riley Construction Company will bring its wealth of qualifications and experience to this project.

Funding for the project is available in the 2009 Fair CIP line item-561-76900-931000 and the additional funds in the amount of \$42,000.00 will be transferred from 2009 Fair CIP line item 561-76900-999900. The total cost with a contingency (\$6,000.00) for unforeseen circumstances that may arise is \$99,448.95.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: July 9, 2009  
 SUBJECT: Bid Summary – Parking Lot Replacement at the Ingham County Fair Office

Project Description:

This project consists of soliciting bids for reconstructing the asphalt pavement at the Ingham County Fair Office parking lot. Project particulars include pulverization of the current parking lot, install three (3) new drains, connect them to existing underground drainage system, apply hot asphalt mix, apply bonding agent, and stripe pavement.

Bid Summary:

Bidders Contacted: 16 Local: 5  
 Bidders Responding: 7 Local: 2

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
Rieth-Riley Construction Co.	\$93,448.95	Y – Mason
Quality Asphalt	\$106,519.00	N – Charlotte
Asphalt Specialist	\$108,531.00	N – Pontiac
TomCo Asphalt	\$111,000.00	Y – Mason
Vans Excavating	\$115,000.00	N – Grand Ledge
Belden Paving	\$120,790.00	N – Jackson
Mike & Son Asphalt	\$133,908.00	N – Bath

The following is a random sampling of vendors with reasons who did not respond:

- 1) Spartan Asphalt – They do paving only, not catch basins. They would have to do sub work for another company to work on this job.
- 2) JC Linn Co. – Too much to do and too short of time to do it. There was the possibility to run into too many things while working on the project with the possibility of liquidated damages and his profit margin would shrink.

Recommendation:

Award a contract to Rieth-Riley Construction Company in an amount not to exceed \$99,448.95 (includes \$6,000 for contingency.)

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central, various construction news services, and posted on the Purchasing Department Web Page.

Prevailing Wage:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH RIETH-RILEY  
CONSTRUCTION COMPANY  
TO RECONSTRUCT THE EXISTING ASPHALT PARKING LOT  
AT THE INGHAM COUNTY FAIRGROUNDS OFFICE BUILDING**

WHEREAS, the Purchasing Department has solicited sealed bids from experienced and qualified contractors to reconstruct the existing asphalt parking lot at the Ingham County Fairgrounds Office Building; and

WHEREAS, the Purchasing and Facilities Departments both concur that a contract be awarded to Rieth-Riley Construction Company, who submitted the lowest responsive and responsible bid in the amount of not to exceed \$93,448.95, which also reflects the payment of prevailing wage and in conjunction with a contingency of \$6,000.00 for unforeseen obstacles that may occur with the project; therefore, the total fee would be not to exceed \$99,448.95; and

WHEREAS, part of the funds for this project are budgeted in the 2009 Fair CIP account, 561-76900-931000; a transfer of funds in the amount of \$42,000.00 from 2009 Fair CIP account 561-76900-999900 is needed to cover the remaining funds.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Rieth-Riley Construction Company, 2325 Kipp Road, Mason, Michigan 48854, to provide reconstruction of the asphalt parking at the Fairgrounds Office parking lot for a not to exceed total cost of \$99,448.95, which includes a contingency of \$6,000.00 for unforeseen items that may arise.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments.

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

**RESOLUTION STAFF REVIEW**

**DATE** July 10, 2009

**Agenda Item Title:** Resolution Authorizing Simplex Grinnell to Continue Providing Fire Alarm Detection and Monitoring at the Veterans Memorial Courthouse

**Submitted by:** Facilities Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_X\_\_, Finance\_X\_\_

**Summary of Proposed Action:**

This resolution will authorize a contract renewal with Simplex Grinnell to provide Fire Alarm Detection and Monitoring at the Veterans Memorial Courthouse.

**Financial Implications:**

The total annual cost is \$6,187.00, for the time period of June 4, 2009 thru June 3, 2010.

**Other Implications:** None.

**Staff Recommendation:** MJM\_X JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_

Staff recommends approval of the resolution.



**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 9, 2009

SUBJECT: Simplex Grinnell- VMC

The resolution before you authorizes renewing a contract to Simplex Grinnell for Fire Alarm Detection and Monitoring at the Veterans Memorial Courthouse. These services are necessary to provide safe buildings.

The annual cost for these services is \$6,187.00 and the contract will run from June 4, 2009 thru June 3, 2010.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SIMPLEX GRINNELL  
TO CONTINUE PROVIDING FIRE ALARM DETECTION AND  
MONITORING AT THE VETERANS MEMORIAL COURTHOUSE**

WHEREAS, Simplex Grinnell is currently providing Full Service Fire Alarm Detection and Monitoring on the systems at the Veterans Memorial Courthouse; and

WHEREAS, this service is necessary for safety purposes; and

WHEREAS, the annual cost for this service will be \$6,187.00 and the contract is from June 4, 2009 thru June 3, 2010; and

WHEREAS, the funds for this project have been budgeted and approved within 2009 line item 631-26720-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract renewal to Simplex Grinnell, 24755 Halsted Road, Farmington Hills, Michigan 48335-1612, to provide Fire Alarm Detection and Monitoring for a cost of \$6,187.00 annually.

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

RESOLUTION STAFF REVIEW

DATE July 10, 2009

Agenda Item Title: Resolution Authorizing Simplex Grinnell to Continue Providing Fire Alarm Detection at the Grady Porter Building

Submitted by: Facilities Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_X\_\_, Finance\_X\_\_

Summary of Proposed Action:

This resolution will authorize a contract renewal with Simplex Grinnell to provide Fire Alarm Detection and Monitoring at the Grady Porter Building.

Financial Implications:

The total annual cost is \$6,932.00, for the time period June 4, 2009 thru June 3, 2010.

Other Implications: None.

Staff Recommendation: MJM\_X JN\_\_ TL\_\_ TM\_\_ JC\_\_

Staff recommends approval of the resolution.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 9, 2009

SUBJECT: Simplex Grinnell- GPB

The resolution before you authorizes renewing a contract to Simplex Grinnell for Fire Alarm Detection at the Grady Porter Building. These services are necessary to provide safe buildings.

The annual cost for these services is \$6,932.00 and the contract will run from June 4, 2009 thru June 3, 2010.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SIMPLEX GRINNELL  
TO CONTINUE PROVIDING FIRE ALARM DETECTION  
AT THE GRADY PORTER BUILDING**

WHEREAS, Simplex Grinnell is currently providing Full Service Fire Alarm Detection on the system at the Grady Porter Building; and

WHEREAS, this service renewal is necessary for safety purposes; and

WHEREAS, the annual cost for this service will be \$6,932.00 and the contract is from June 4, 2009 thru June 3, 2010; and

WHEREAS, the funds for this project have been budgeted and approved within 2009 line item 101-23303-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract renewal to Simplex Grinnell, 24755 Halsted Road, Farmington Hills, Michigan 48335-1612, to provide Fire Alarm Detection for a cost of \$6,932.00 annually.

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

RESOLUTION STAFF REVIEW

DATE July 10, 2009

Agenda Item Title: Resolution to Authorize a Retiree Health Care Actuarial Study

Submitted by: Financial Services Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_X\_\_, Finance\_X\_\_

Summary of Proposed Action: (See the attached communication.)

This resolution will authorize entering into a contract with Gabriel Roeder Smith and Company to conduct a bi-annual retiree health care valuation. The last valuation was conducted for the year ended December 31, 2006 and a report for the year ended December 31, 2008 is now required.

Financial Implications:

The cost for the Ingham County portion of the study is \$14,810. The County will not be responsible for the Medical Care Facility (MCF) portion of the study. The Financial Services Director will be assisting the MCF in facilitating their study.

Other Implications: The cost of \$14,810 for the report will be charged to the Employee Benefit Fund.

Staff Recommendation: MJM\_X JN\_\_ TL\_\_ TM\_\_ JC\_\_

Staff recommends approval of the resolution.

**Agenda Item 10**

TO: County Services and Finance Committees  
FROM: Jill Rhode  
DATE: July 6, 2009  
RE: Gabriel Roeder Smith & Company – Retiree Health Care Actuarial Valuation

Generally accepted accounting principles require a municipality to have a valuation of the cost of its retiree health care actuarially calculated on at least a bi-annual basis. The last valuation was conducted for the year ended December 31, 2006. A report for the year ended December 31, 2008 is now required.

Enclosed is a proposal letter from Gabriel Roeder Smith and Company to conduct this study. The cost is \$14,810. The proposal also includes a cost estimate for the Medical Care Facility for which the County will not be responsible. (Since I am assisting the MCF in facilitating their study, their cost was included in the proposal.)

Gabriel Roeder Smith and Company was selected since they provide actuarial services to the Municipal Employee Retirement Services (MERS) and conduct our pension valuation on an annual basis. They are familiar with our employee groups, our benefit levels and our financial reporting. They also have the data concerning our employees since they have already prepared the pension valuation of the year ended December 31, 2008.

The cost for the report will be charged to the Employee Benefit Fund.

Please let me know if you have any questions.



Gabriel Roeder Smith & Company  
Consultants & Actuaries

One Towne Square  
Suite 800  
Southfield, MI 48076-3723

248.799.9000 phone  
248.799.9020 fax  
www.gabrielroeder.com

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June 11, 2009

Ms. Jill Rhode  
Director of Financial Services  
Ingham County  
Hilliard Building  
121 E. Maple, P.O. Box 319  
Mason, MI 48854

**Re: Proposed Fees for the Actuarial Valuation of the Ingham County and Ingham  
County Medical Care Facility Retiree Health Care Plans**

Dear Ms. Rhode:

Gabriel, Roeder, Smith & Company (GRS) would be pleased to provide actuarial and consulting services for the Ingham County and Ingham County Medical Care Facility Retiree Health Care Plans. This engagement letter describes the scope of services and fees for preparing an actuarial valuation of the retiree health care benefits. Also included is a list of data items that will be needed to complete this project.

**GABRIEL, ROEDER, SMITH & COMPANY (GRS) BACKGROUND IN HEALTH CARE CONSULTING**

GRS specializes in assessing complex health care and benefit issues. GRS has extensive experience in the design, evaluation, pricing, financing, and implementation of retiree health care benefit programs, particularly retiree health care plans sponsored by state and local governments. We have a thorough understanding and hands-on experience with the health care marketplace, both nationally and regionally. Our expertise and insight into public employee retirement systems are highlighted by the fact that our consultants and actuaries have experience in benefit design, managed care strategies, plan administration and legislative issues, as well as valuation related services.

**SCOPE OF SERVICES**

We will prepare an actuarial valuation of the retiree health care benefits as of December 31, 2008. This valuation will be in compliance with Governmental Accounting Standards Board (GASB) Statement No. 45.



The actuarial valuation encompasses the phases indicated below.

#### **ADJUST BLENDED FULLY-INSURED PREMIUM RATE**

In fully-insured ratings, actives and non-Medicare retirees are often assigned the same rate. Since health risk and utilization of medical services increases with age, this practice produces an implied subsidy to the retiree population. The Governmental Accounting Standards Board (GASB) and the Society of Actuaries' Actuarial Standards of Practice require the use of "true" retiree cost in retiree health care valuations. GRS will develop the retiree premiums associated with each individual age by adjusting the blended fully-insured rates with the ratio of the expected cost at that age and the expected cost at the average age of the blended active and non-Medicare eligible population.

#### **PREPARE THE VALUATION**

We will prepare an actuarial valuation of the retiree health care benefits. Liabilities will be developed for present and future retirees. The valuation will provide:

- A measurement of the actuarial liability as of December 31, 2008.
- The estimated accounting expense for the fiscal years beginning January 1, 2009 and January 1, 2010.

The valuation will be based on assumptions and methods that are consistent with GASB Statement No. 45 for Other Postemployment Benefits (OPEB) plans. Please note that if there is a significant benefit change during the expense period described above, you may consider restating the expense for the portion of the period following such change.

#### **PROFESSIONAL CONSULTING STAFF**

The GRS team assigned to the actuarial valuation of the retiree health care benefits for the County and the Medical Care Facility has extensive experience and expertise in retirement plans, health care benefits, and their associated costs. The team will include members with the following credentials listed below.

- A qualified health actuary who is either an Associate of the Society of Actuaries (A.S.A.), or a Fellow of the Society of Actuaries (F.S.A.). This individual will be responsible for analyzing your premiums and/or claims experience, determining a per person health care cost appropriate for your plan, and determining the appropriate health inflation assumption to be used in your actuarial valuation.
- A qualified OPEB actuary who is either an Associate of the Society of Actuaries (A.S.A.), a Fellow of the Society of Actuaries (F.S.A.), or an Enrolled Actuary (E.A.). This individual will be responsible for calculating the liabilities and the Annual Required Contribution.

Ms. Jill Rhode  
June 11, 2009  
Page 3

The Actuarial Standards require that any actuary providing a Statement of Actuarial Opinion (SAO) be qualified to do so (an actuarial valuation that is compliant with GASB Statement No. 45 is a SAO). As a result, the actuaries certifying the City's actuarial valuation must be qualified to provide the SAO. The GRS actuaries assigned to the project satisfy the above requirement.

#### CONSULTING FEES

Gabriel, Roeder, Smith & Company's professional consulting fees are based on the time spent by our associates in performing these services for you. The following table shows our proposed fees for a valuation of the retiree health care plan:

<b>Valuation Project Element</b>	<b>Fee Schedule for December 31, 2008 Valuation (includes 20% discount)</b>
Actuarial Valuation:	
• Ingham County	\$14,810
• Ingham County Medical Care Facility	\$ 9,980

The actuarial retiree health care valuation is based on an "intermediate" health care trend assumption, and includes the following:

- **Ingham County**
  - Six OPEB benefit groups.
  - One contribution rate.
  - One set of initial per capita costs based on up to six distinct retiree medical plans.
  - The retiree health plan (medical and prescription drug) is fully-insured.
  - We will prepare our calculations using three sets of interest rate assumptions as follows:
    - A higher interest rate such as 7.0% or 8.0% - these results will show the magnitude of the liabilities and the Annual Required Contribution (ARC) if the benefits are pre-funded and assets are held in a trust.
    - A lower interest rate such as 4.0% or 5.0% - these results will show the magnitude of the liabilities and the ARC if the benefits are not pre-funded.
    - A blended interest rate that will show the magnitude of the liabilities and the ARC if the benefits are partially pre-funded.

- **Ingham County Medical Care Facility**
  - Three OPEB benefit groups.
  - One contribution rate.
  - One set of initial per capita costs based on up to six distinct retiree medical plans.
  - The retiree health plan (medical and prescription drug) is fully-insured.
  - We will prepare our calculations using three sets of interest rate assumptions as follows:
    - A higher interest rate such as 7.0% or 8.0% - these results will show the magnitude of the liabilities and the Annual Required Contribution (ARC) if the benefits are pre-funded and assets are held in a trust.
    - A lower interest rate such as 4.0% or 5.0% - these results will show the magnitude of the liabilities and the ARC if the benefits are not pre-funded.
    - A blended interest rate that will show the magnitude of the liabilities and the ARC if the benefits are partially pre-funded.
- We will prepare separate reports for the County and the Medical Care Facility.
- Our fees do not include any meetings, additional studies for changes in benefits, or any other items not detailed in this letter. If the County or the Medical Care Facility would like to meet to discuss the results of the valuation, GRS will charge for the meetings based on time and expense. The standard hourly rate for this would range from \$244-\$398 per hour.

#### **PROJECT TIMING**

We are prepared to initiate the valuation upon receipt of the data and following your approval of the proposal. We project that a valuation will be delivered approximately twelve weeks after receipt of clean and complete data.

Please do not hesitate to contact us at 1-248-799-9000 should you need additional information or clarification. We look forward to assisting the County and the Medical Care Facility in the valuation of its retiree health care benefits.

Respectfully submitted,

Cathy Nagy, F.S.A.  
Consulting Actuary

CN:lr  
Enclosures

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A RETIREE HEALTH  
CARE ACTUARIAL STUDY**

WHEREAS, Ingham County currently uses Gabriel Roeder Smith and Company to conduct its actuarial reporting; and

WHEREAS, generally accepted accounting principles require that an actuarial valuation of retiree health care be prepared at least bi-annually; and

WHEREAS, the last actuarial report was issued for the year ended December 31, 2006; and

WHEREAS, Gabriel Roeder Smith and Company has agreed to conduct this valuation in the attached proposal for the year ended December 31, 2008 at a cost of \$14,810.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a contract with Gabriel Roeder Smith and Company, One Town Square, Suite 800, Southfield, MI 48076-3723, to conduct this bi-annual retiree health care valuation.

BE IT FURTHER RESOLVED, the total cost of \$14,810 will be paid from the Employee Benefit Fund.

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.

**Agenda Item 11**

**RESOLUTION STAFF REVIEW:**

**DATE:** June 23, 2009

**Agenda Item Title:** Resolution Certifying Representatives for the Municipal Employees' Retirement System (MERS) Annual Meeting

**Submitted By:** T. A. Lindsey, Human Resources Director

**Committees:** LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS X, Finance X

**Summary of Proposed Action:** In accordance with provisions of Act 427, P.A. 1984 (the Municipal Employees' Retirement Act), the Municipal Employees' Retirement System Board conducts an annual meeting for the purpose of selecting nominees to serve on the Board and the transaction of other business as the Board deems necessary. An election is held to determine the Employee Delegate by secret ballot, and the Board requests the governing body appoint an Officer Delegate. The 2009 MERS Annual Meeting will be held at the Amway Grand Plaza Hotel in Grand Rapids, MI during the time period of September 15 - 17, 2009.

**Financial Implications:** Registration is \$185.00 per person (\$370.00 for Officer Delegate and Employee Delegate). Registration includes all scheduled meetings and meals. Travel and accommodations are paid by the County.

**Other Implications:** Historically, the associated costs are charged against Human Resources' Line Item #101 22600 863000 (Travel - MERS Conference) and is limited to a maximum for both delegates of \$900.00.

**Staff Recommendation:** MJM \_\_ JN \_\_ TL X TM \_\_ JC \_\_

Staff recommends the approval of this Resolution.

**Agenda Item 11**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE MUNICIPAL  
EMPLOYEES' RETIREMENT SYSTEM (MERS) ANNUAL MEETING**

WHEREAS, the Municipal Employees' Retirement System will conduct the 63rd Annual Meeting at the Amway Grand Plaza Hotel in Grand Rapids, MI during the time period of September 15 - 17, 2009; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been elected by the other employee members, and appoint an officer delegate of the governing body; and

WHEREAS, Ingham County will pay the expenses of the Officer Delegate and Employee Delegate pursuant to the County's mileage policy to a maximum of \$900.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Meeting:

Officer Delegate: Ms. Michelle T. Rutkowski

Employee Delegate: Mr. Rod M. Villarreal

RESOLUTION STAFF REVIEW

DATE July 10, 2009

Agenda Item Title: Resolution to Approve the Purchase of Purewire Web Security Services from Fishnet Security

Submitted by: Management Information Systems

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

Summary of Proposed Action: This resolution will authorize the purchase of Web Security Services from Fishnet Security. The contract will protect the Ingham County network from viruses, malware, and attacks from malicious sites outside the County's network.

Financial Implications: Total cost of contract is \$22,950.00, to be paid from the Network Fund (245-25810932030).

The effective date of the Agreement will begin upon the date the Agreement has been signed by all parties and will be effective for eighteen months.

Other Implications: The Purchasing, Facilities and MIS Departments concur that the contract be awarded to Fishnet Security who submitted the most responsible bid. Fishnet Security is from Troy, Michigan and is not 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: July 9, 2009  
SUBJECT: Proposal Summary – Web Security Services

Project Description:

This project involves entering into a contract with a qualified and experienced firm that provides web security services for the purpose of protecting the County’s network from destructive software and on-line threats.

Proposal Summary:

Proposers Contacted: 4      Local: 1  
Proposers Responding: 3      Local: 1

The following firms submitted a proposal:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
Wavecrest Computing	\$2,630	N – Melbourne, FL
Fishnet Security	\$15,300	N – Troy, MI
Analysts International	\$21,620	Y – Lansing

Bluecoat, the County’s current web security services provider, did not respond to multiple requests.

Recommendation:

Enter into a 1-year contract with Fishnet Security in an amount not to exceed \$15,300 to provide web security services for 1,000 County computer users.



Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF PUREWIRE WEB SECURITY SERVICES  
FROM FISHNET SECURITY**

WHEREAS, Ingham County has a need to purchase Web Security Services that will protect the Ingham County network from viruses, malware, and attacks from malicious sites outside our network; and

WHEREAS, this solution will filter all web traffic in and out of our network and provide URL filtering, cache, and reporting; and

WHEREAS, our current Bluecoat Web Security appliance is in need of replacement due to recent issues; and

WHEREAS, MIS acquired three (3) proposals and selected the Purewire solution from Fishnet Security; and

WHEREAS, the total cost for the eighteen (18) months of service is \$22,950.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of the Purewire Solution from Fishnet Security, for a total cost of \$22,950.00, to be paid from the Network Fund (245-25810932030).

BE IT FURTHER RESOLVED, that the effective date of the Agreement will be begin upon the date the Agreement has been signed by all parties and the Agreement will be effective for eighteen months.

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.

RESOLUTION STAFF REVIEW

DATE July 10, 2009

Agenda Item Title: Resolution Authorizing an Agreement Extension with Comerica for the Procurement Card Program

Submitted by: Purchasing Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_X\_\_\_\_, Finance\_\_X\_\_

Summary of Proposed Action:

This resolution authorizes entering into a three-year extension of the agreement with Comerica for the Procurement Card Program, including a Workplace Card option.

Financial Implications: There is no cost to the County.

Other Implications:

The Procurement Card Team recommends the acceptance of this agreement extension with Comerica for the term of July 31, 2009 until July 30, 2012.

Staff Recommendation: MJM\_X JN\_\_ TL\_\_ TM\_\_ JC\_\_

Staff recommends approval of the resolution

# COUNTY OF INGHAM

## Procurement Card Team

---

**Eric Schertzing**  
**Jill Rhode**  
**Teri Morton**  
**T. A. Lindsey**  
**Tom Shewchuk**  
**Janeil Valentine**

To: County Services and Finance Committees

From: Procurement Card Team

Date: July 8, 2009

In 2004 the Procurement Card (P-Card) Program started by testing in the Financial Services, MIS and Facilities Departments before rolling the program out to all interested County Departments. Currently we have approximately 140 staff with active cards. In 2008 the programs policies and procedures were amended.

The original agreement with Comerica was reevaluated and extended in 2006. As in 2006 the members of the Procurement Card Team have reviewed the operation of the program, evaluated the terms of the agreement with Comerica including the rebate schedule and the offering of their Workplace cards. The entire team believes it is in the County's best interest to extend the agreement with Comerica for an additional three years which at the end of that term could be extended if deemed in the best interest of the County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT EXTENSION WITH COMERICA FOR THE  
PROCUREMENT CARD PROGRAM**

**RESOLUTION #07-019**

WHEREAS, the Ingham County Board of Commissioners authorized in Resolution #02-178, the Purchasing Department to proceed with implementing a Procurement Card Program; and

WHEREAS, the Procurement Card Team was formed including representatives from Budgeting, Financial Services, Human Resources, Management Information Services, Treasury, and Purchasing Department; and

WHEREAS, the Ingham County Board of Commissioners authorized in Resolution #03-026, the agreement with Comerica for the Procurement Card Program at no cost to the County; and

WHEREAS, Comerica has requested a change to the rebate payment schedule and requested an extension of the agreement from July 31, 2006 until July 30, 2009, with all other agreement sections to remain the same including the provision that there will be no cost to the County; and

WHEREAS, the Procurement Card Team has reviewed the rebate payment schedule and the program and recommends the acceptance of the rebate payment schedule and the agreement extension received from Comerica.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a three-year agreement extension with Comerica for the Procurement Card Program for the term of July 31, 2006 until July 30, 2009.

BE IT FURTHER RESOLVED, the rebate payment schedule be changed to September 2005 through November 2006, payment February 2007, December 2006 through December 2007, payment January 2008, and January 2008 through December 2008, payment January 2009.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign the necessary agreement documents prepared and approved as to form by the County Attorney.

**COUNTY SERVICES: Yeas:** De Leon, Tennis, Copedge, Nolan, Severino, Dougan

**Nays:** None      **Absent:** None      **Approved 2/6/07**

**FINANCE: Yeas:** Celentino, Weatherwax-Grant, Grebner, Hertel, Soule, Dougan

**Nays:** None      **Absent:** None      **Approved 2/7/07**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT EXTENSION WITH COMERICA FOR THE  
PROCUREMENT CARD PROGRAM**

WHEREAS, the Ingham County Board of Commissioners authorized in Resolution #02-178, for the Purchasing Department to proceed with implementing a Procurement Card Program; and

WHEREAS, the Procurement Card Team was formed including representatives from Budgeting, Financial Services, Human Resources, Management Information Systems, Treasury and the Purchasing Departments; and

WHEREAS, the Ingham County Board of Commissioners authorized in Resolution #03-026, the Agreement with Comerica for the Procurement Card Program at no cost to the County; and

WHEREAS, the Ingham County Board of Commissioners authorized in Resolution #07-019 a change to the rebate payment schedule and an extension of the agreement from July 31, 2006 until July 30, 2009, with all other agreement sections to remain the same including the provision that there will be no cost to the County; and

WHEREAS, the Procurement Card Team has reviewed the Procurement Card Program which has approximately 140 cards issued to staff with the operation of the program working well; and

WHEREAS, the County has additional needs for other types of cards and Comerica has agreed to supply Ingham County with a Workplace Card which will meet current needs for reloadable cards; and

WHEREAS, the Procurement Card Team recommends the acceptance of an agreement extension with Comerica for the term of July 31, 2009 until July 30, 2012.

THEREFORE BE IT RESOLVED, that Ingham County enters into a three-year extension of the agreement with Comerica for the Procurement Card Program, including a Workplace Card option, for the term of July 31, 2009 until July 30, 2012.

BE IT FURTHER RESOLVED, that the agreement shall be extendable at that time if mutually agreed upon.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary agreement documents prepared and approved as to form by the County Attorney's Office on behalf of the County.

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk  
101 COURT STREET, M'NISING, MI 49862

RESOLUTION #2009-15

WHEREAS, encouraging Brownfield site redevelopment is critical to building a strong economic base for the future of Alger County; and

WHEREAS, the Natural Resources and Environmental Protection Act, Act 451 of 1994, Part 201 (the Act), created the Baseline Environmental Assessment (BEA), a mechanism whereby developers can take ownership of a Brownfield site without incurring liability for previous site contamination, which has been successful in encouraging Brownfield redevelopment; and

WHEREAS, redesign of the Act, by the Michigan Department of Environmental Quality (MDEQ) proposes to (a) eliminate the Baseline Environmental Assessment, (b) make liability protection dependent on implementation of due care activities, (c) encourage remediation of contaminated sites to unspecified levels through third party lawsuits; and

WHEREAS, provisions have not been made to exclude local units of government, Brownfield Redevelopment Authorities and Land Bank Fast Track Authorities from incurring liability; and

WHEREAS, the failure to protect these entities from being subject to third party lawsuits, will halt grant activities, jeopardizing funding resources; and

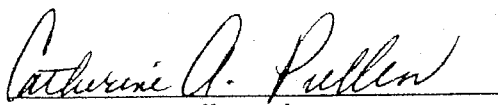
WHEREAS, uncertainty about the full extent and cost of activities necessary to get and maintain liability protection will result in potential developers removing Brownfield sites from development consideration.

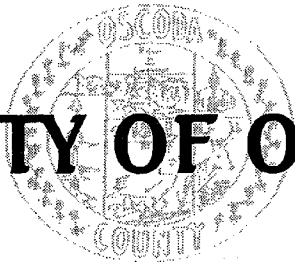
THEREFORE BE IT RESOLVED that the Alger County Board of Commissioners oppose the changes to the Act, proposed by the DEQ; and

THEREFORE BE IT RESOLVED that it is the will of the Alger County Board of Commissioners that BEAs should not be eliminated from the Act; and

BE IT FURTHER RESOLVED that it is the will of the Alger County Board of Commissioners that completion of a BEA shall result in liability protection from contamination caused by a previous owner.

Dated: June 8, 2009

  
Catherine A. Pullen, Chairperson  
Alger County Board of Commissioners



# COUNTY OF OSCODA

AGENDA ITEM # 14b  
Board of Commissioners

Telephone (989) 826-1130  
FAX line (989) 826-1173

Oscoda County Courthouse Annex

105 S. Court Street

P.O. Box 399

Mio, MI 48647

## RESOLUTION 2009-006

“Support for Third Option to Fill Vacant Road Commission Seats”

**WHEREAS**, counties and local units of government across the great State of Michigan find themselves facing increasingly difficult political challenges; and

**WHEREAS**, the greater portion of counties in Northern Michigan are by and large rural; and

**WHEREAS**, those rural portions are not always equally represented on the Road Commission Boards; and

**WHEREAS**, adding the option to local boards of government to offer seats on Road Commission Boards by election by district; and

**THEREFORE, BE IT RESOLVED**, that the Oscoda County Board of Commissioners hereby requests the State of Michigan to support three choices to fill available seats on local Road Commission Boards.

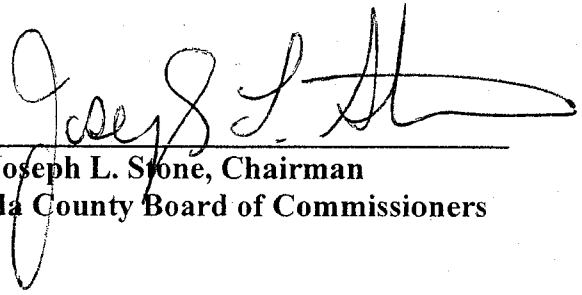
1. By election.
2. By appointment
3. By election by district.

**Motion #2009-146** Moved by Commissioner Hunt and supported by Commissioner Marsh to adopt the above Resolution at a Regular meeting of the Oscoda County Board of Commissioners held on April 28, 2009.

**Roll Call Vote:**  
Commissioner Hunt, yes.  
Commissioner Kauffman, yes.  
Commissioner Stone, yes.  
Commissioner Marsh, yes.  
Commissioner Trimmer, yes.

**RESOLUTION #2009-006 DECLARED ADOPTED**

“Support for Third Option to Fill Vacant Road Commission Seats”

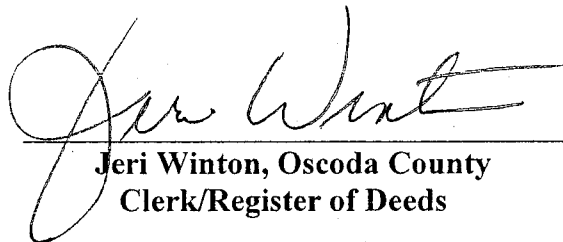


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**Joseph L. Stone, Chairman  
Oscoda County Board of Commissioners**

STATE OF MICHIGAN}  
COUNTY OF OSCODA}

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Oscoda County Board of Commissioners held on **Tuesday, April 28, 2009**, and that the said minutes are on file in the office of the Oscoda County Clerk and are available for public inspection.



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**Jeri Winton, Oscoda County  
Clerk/Register of Deeds**