

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, NOVEMBER 17, 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 [November 3, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Accept a 2009 State of Michigan [JAG Grant](#) Subcontract for an Ingham County Sheriff's Deputy Position with Tri-County Metro Narcotics Unit
2. Ingham County Treasurer – Property Tax Foreclosure Process [Annual Report](#)
3. Parks and Recreation Commission
  - a. Resolution to Accept a \$908.68 Risk Avoidance Program ([RAP](#)) Grant Award for Parks and Recreation Alert Frisbees from the Michigan Municipal Risk Management Association (MMRMA)
  - b. Resolution Authorizing the Purchase of a [Mobile Squeeze Cage](#) for the Potter Park Zoo
  - c. Resolution to Authorize a Michigan Community Service Commission [AmeriCorps Grant Position](#) Placement for the Parks Department
  - d. Limited [Smoking Areas](#) in Ingham County Parks
  - e. Discussion - Requesting the [Parks Director](#) to Develop a Strategy Allowing Ingham County Parks to Remain Open During the County's 2010 Furlough Days
4. Health Department – Request to Waive Hiring Freeze and Hiring Delay for Vacant [Deputy Health Officer](#) for Community Health Care Services Position
5. Facilities Department – Resolution to Add the Ingham County Family Center (ICFC) to the Current Contract with [Dietz Janitorial Services, Inc.](#) (Resolution #07-116) for Cleaning Services
6. Human Resources Department – Resolution Approving a Collective Bargaining Agreement with the [FOP Supervisory Officers](#)

7. Management Information Services Department
  - a. Resolution to Consent to an Assignment of Three Current Agreements with Analysts International Corporation to [Netarx, LLC](#)
  - b. Resolution to Approve the Renewal of the Agreement for the [AT&T Circuit](#) Between the Ingham County Sheriff's Office and Delhi Township
8. Controller/Administrator's Office – Resolution Approving [Various Contracts](#) for the 2010 Budget Year
9. County Services Committee – Resolution Authorizing Adjustments to [Commissioners'](#) Compensation

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  
November 3, 2009  
Minutes

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

Members Absent: None

Others Present: Becky Bennett, Matt Myers, Tony Lindsey, Eric Schertzing, Jim Hutchins,  
Janeil Valentine, Rick Terrill, William Bennetts, Kirk Martin, Stacy  
Byers, Mike Hughes, and others

The meeting was called to order by Chairperson Celentino at 6:01 p.m. in the Personnel  
Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the October 20, 2009 Minutes

MOVED BY COMM. HOLMAN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE  
OCTOBER 20, 2009 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.  
Absent: Comm. Grebner and Comm. Koenig

Additions to the Agenda

The following item was pulled from the agenda:

5. Agricultural Preservation Board
  - a. Resolution Approving Open Space Selection Criteria (Scoring System) for Ranking Landowner Applications to the Ingham County Farmland and Open Space Preservation Program and Authorizing the Ingham County Farmland and Open Space Preservation Board to Proceed with a 2010 Open Space Purchase of Development Rights Application Cycle (*Pulled from the October 6, 2009 County Services Agenda*)

Substitute:

6. Economic Development Corporation –  
Resolution Supporting Review of Applications for Recovery Zone Bonds

Addition:

- 10b. Resolution Allowing the Donation of Sick Leave Within the Department/Office Irrespective of Employee Group Affiliation or Bargaining Unit Membership.

Limited Public Comment

None

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

3. Ingham County Register of Deeds - Resolution Entering into an Agreement with Michigan Office Solutions for the Purchase of Two Scan Pro 2000s for the Register of Deeds Office
  
5. Agricultural Preservation Board
  - b. Resolution Authorizing a Three Year Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Agricultural Preservation Board
  
8. Facilities Department
  - a. Resolution Authorizing a Contract with B & J Painting, Inc. to Prep and Paint Post #8 at the Ingham County Jail
  - b. Resolution Authorizing the Sale of Equipment to RNT Electric Supply for the Ingham County Fairgrounds
  
9. Management Information Services Department - Resolution to Approve the Renewal of the Emerson Network Power Annual Maintenance Agreement
  
10. Human Resources Department
  - a. Resolution Establishing a Pet in the Workplace Policy
  
  - b. Resolution Allowing the Donation of Sick Leave Within the Department/Office Irrespective of Employee Group Affiliation or Bargaining Unit Membership

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

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

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

1. Interviews
  - a. Equal Opportunity Committee

(Comm. Koenig arrived at 6:07 p.m.)

(Comm. Grebner arrived at 6:07 p.m.)

The committee interviewed Ron Berry.  
Jennifer Henigan was not present and was not interviewed at this time.

- b. Fair Board

The committee interviewed Dr. William Bennetts.

- c. Women's Commission

No one was interviewed at this time.

2. Ingham County Drain Commissioner – Information: Full Faith and Credit of the County for Bonds to be issued by the Cook and Thorburn Drain Drainage District for the "Cook and Thorburn and Tributary Drains Watershed Improvement Project" (*No Materials*)

Deputy Drain Commissioner Paul Pratt explained that he is coming before the committee now because this is a relatively high-profile project, a result of the DEQ order and litigation in the past year. He stated that the bids will be open November 23 so the drain commission will not have a number for the committee until those bids are open. Next month Deputy Drain Commissioner Clos will address the committee.

Mr. Pratt referred to the materials he distributed to the committee. The first item was a copy of the letter sent out last Friday to the district residents of the district, outlining the schedule and notifying them that the day of the review is December 11. He stated that they will have an opportunity to review and possibly contest their assessments at that time.

The second item he distributed was a copy of the blank form for the Full Faith and Credit Resolution provided by Clark Hill, the bond counsel the drain commissioner has chosen for the project.

The third item he distributed was a copy of Pipeline, the Michigan Association of County Drain Commissioner's magazine, featuring an article on soil erosion best management practices using the Floc Log system. Mr. Pratt stated that an adaptation of this system will be used in the Cook and Thornburn project.

Comm. Vickers asked, what made the water turn black?

Mr. Pratt answered that nobody has ever reached a resolution on that. He stated that it is clear to the Drain Office and our scientists that it was a combination of record rains bringing phosphorus run off down from the farms, interacting with the organic matter that is in the bottom of the gravel pit.

Mr. Pratt answered the committee's questions regarding the DEQ lawsuit. He explained that the litigation resulted from the DEQ demand that we simply shut the drain off from the gravel pit. This would have required the replacement of at least 400 acre feet of storm water storage. That could be accomplished by either sending it downstream to flood somebody or by buying wetlands and holding ponds. He stated that the drain commission's engineers estimated that we could buy the right amount of land for that purpose for around \$40 million.

Mr. Pratt described the changes that would be made to various routes and courses of the drain, and the mechanisms by which the aim of the project will be accomplished. He addressed the committee's concerns regarding the cost of the project and the cost to the property owners in the factored in to the cost of the project, but the actual cost of the project will be quite a bit lower than the \$40 million that the DEQ's solution would have cost.

Comm. Grebner asked about the total property value involved, and expressed concern about the ability of the property owners to pay the assessments and the possibility that the county be left liable to pay off the bonds.

Mr. Pratt explained that the assessments to the properties are not by property value but based on benefits derived. There are approximately 2100 parcels in this district that will be assessed over a 20 year period. He stated that the drain commission will furnish the committee with more figures when the actual resolution is presented.

4. Ingham County Treasurer - Resolution to Authorize a Service Contract for the Purpose of Auditing Principal Residence Exemptions

MOVED BY COMM COPEdge, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AUTHORIZE A SERVICE CONTRACT FOR THE PURPOSE OF AUDITING PRINCIPAL RESIDENCE EXEMPTIONS.

Comm. Vickers expressed the importance of counties and states being able to track down dual home ownerships. He stated that in talking with several assessors, not necessarily from Ingham County, there are a great number of owners who have more than one home and they are getting the principle residence exemption on all of them.

Treasurer Schertzing explained that this is a function formerly performed by a vacant position in his office, taking up 25-50% of that position's time. About 75 to 100 dual home claims were discovered by that position each year. The service contract presents a unique opportunity, in that the Treasurers Office no longer has the staff time to audit the exemptions.

Comm. Copedge asked if we collect any penalties fees.

Mr. Schertzing answered that: the only reason we do it is for the quarter percent interest that the county gets to keep. The main beneficiary is the state school aid fund. We receive between \$5,000 and \$10,000 that is turned over to the county board on a three-year lag cycle.

MOTION CARRIED UNANIMOUSLY.

Economic Development Corporation - Resolution Supporting Review of Applications for Recovery Zone Bonds

MOVED BY COMM COPEdge, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION SUPPORTING REVIEW OF APPLICATIONS FOR RECOVERY ZONE BONDS.

Bob Howe explained the work involved and the thought process behind the application developed by the EDC.

Chairperson Celentino asked about the purpose of the application fee and if any portion would be made refundable.

Mr. Howe explained the fee is necessary to cover the costs of advertising and publications. The attempt was made to set a price that was reasonable and allow small municipalities to get in without having the application cost detract them from the process. Some communities had set their fee at \$2,000 to \$2,500. Mr. Howe explained that no portion of ours would be refundable, that is why we set a lower fee.

Comm. Vickers stated that this is another example of people paying for something for which they may not get anything in return. He recommended that the application fee be raised to perhaps \$1,000 with \$800 refundable.

Mr. Howe answered that there had been discussion on both sides of this. The EDC was trying to be considerate of a one person staff with no assistance, and the logistics of refunding. The intention was to make this the most economical for the county.

Kirk Martin pointed out another issue is that if we don't have enough allocation to support all the projects, do we turn away the application and refund the money and have them reapply, or do we hold on to the money? At what point do we return it?

Comm. Copedge expressed that the fee should not be refundable since the review is taking staff time and resources.

Comm. Grebner asked if there was any reason why it had to be a single fee or could it be stair step, with small projects at \$500 and big projects at \$2,500.

Comm. Holman asked about the selection criteria. Susan Pigg answered that the information asked for on question #8 of the application are the criteria, and that the information provided about the project will be evaluated as a whole.

Comm. Copedge asked if there is any way possible that we could be liable or sued in any way from your review. Ms. Pigg stated that she could not find any way that could happen.

Comm. Vickers suggested dropping the term "application fee" using the term: "processing/review fee."

There was discussion of the break-even point in application fees collected and the pros and cons of using the term "non-refundable".

Board Chairperson De Leon expressed concern on how Ingham County's requirements for prevailing wage, etc. are communicated on the application. Treasurer Schertzing replied that it is included under the General Requirements.

Comm. Vickers remarked that if this is to be a project labor agreement, it needs to be stated.

**MOVED BY COMM GREBNER, SUPPORTED BY COMM. VICKERS, TO AMEND THE FIRST SENTENCE, SECOND PARAGRAPH IN THE GENERAL REQUIREMENTS TO INCLUDE THE PHRASE "AND INGHAM COUNTY PROJECT LABOR AGREEMENT POLICIES" FOLLOWING THE PHRASE "INCLUDING THE DAVIS-BACON ACT".**

This was a friendly amendment.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE TO REPLACE THE WORDS “APPLICATION FEE” WITH “APPLICATION REVIEW FEE” AND TO SET THE FEE AT \$2,500 FOR BONDS OVER \$5 MILLION AND \$500 FOR BONDS UNDER \$5 MILLION.

MOTION CARRIED UNANIMOUSLY

MOTION AS AMENDED CARRIED UNANIMOUSLY

7. Fair Board – Resolution Approving the Appointment of Barbara Hensinger as the Manager of the Ingham County Fair

MOVED BY COMM VICKERS, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE RESOLUTION APPROVING THE APPOINTMENT OF BARBARA HENSINGER AS THE MANAGER OF THE INGHAM COUNTY FAIR

Comm. Vickers asked if we always start people out higher than the first step?

Dr. Myers answered that it varies; Ms. Hensinger had requested Step 5.

Comm. Grebner remarked that when a person has not previously occupied the same sort of position and it is a promotion, then they start at Step 1. When they have already done something that is bigger than the job we are giving them then we put them where we can.

MOTION CARRIED UNANIMOUSLY

Announcements

None.

Public Comment

None

The meeting adjourned at approximately 7:26 p.m.

Respectfully submitted,

Mary Waller

**Agenda Item 1**

**RESOLUTION STAFF REVIEW**

**DATE:** October 20, 2009

**Agenda Item Title:** Resolution to Accept a 2009 State of Michigan JAG Grant Subcontract for an Ingham County Sheriff's Deputy Position with the Tri-County Metro Narcotics Unit

**Submitted by:** Sheriff's Office

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

**Summary of Proposed Action:** This Resolution will authorize the Sheriff's Office to accept a subcontract grant award of \$240,000.00, from the 2009 State of Michigan JAG Grant Program, for the purpose of funding the restoration of one Ingham County Sheriff's Deputy Position to be assigned to the Tri-County Metro Narcotics Unit for a three year period.

**Financial Implications:** (See the attached cost projections over the three year period.) The Sheriff's Office will be able to place a more senior officer at the Metro Squad and backfill that position by hiring a new officer. Over three years, the grant amount of \$240,000 will nearly cover a senior officer's costs of \$255,554. The remaining balance of \$15,554 is proposed to be covered by the Sheriff's Office Forfeiture Account (Fund 265). The current balance of the Sheriff's Office Forfeiture Account is \$89,288.

**Other Implications:** The Sheriff's Office has traditionally had two full time officers assigned to the Metro Squad and a third officer is assigned through the Delhi Contract. The Sheriff's Office intends to pull one of the two officers assigned to the Metro Squad due to the 2009 Position Freeze Policy and the 2010 Budget reductions in Law Enforcement Officers. The Sheriff's Office is proposing to restore this officer through this three year grant.

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

Staff recommends approval of this resolution only if the Grantor Agency indicates in writing that the federal "Supplanting of local funds prohibition" is not being violated in this proposal and that there is no requirement to fund the position with local funds after the grant period concludes.

**Agenda Item 1**

**PERSONNEL COST PROJECTION  
SHERIFF  
DEPUTY**

TOPPED  
OUT

	<u>01/01/10 - 09/30/10</u>	<u>10/01/10 - 09/30/11</u>	<u>10/01/11 - 09/30/12</u>	<u>TOTAL</u>
Salary	\$41,533	\$55,793	\$56,350	\$153,676
Longevity	0	1,800	1,800	3,600
Holiday Pay	1,917	2,575	2,601	7,093
<b>Wages</b>	<u>\$43,450</u>	<u>\$60,168</u>	<u>\$60,751</u>	<u>\$164,368</u>
Unemployment	434	602	608	1,644
FICA	3,324	4,603	4,647	12,574
Health	10,587	14,910	16,028	41,525
Dental	530	723	745	1,998
Vision	87	119	123	328
Retiree Health	434	602	608	1,644
Life	44	59	59	161
Disability	41	57	58	156
Retirement	5,153	7,136	7,205	19,494
Workers	1,456	2,016	2,035	5,506
Comp				
C.A.R.E.S.	0	0	0	0
Liability	1,626	2,251	2,273	6,151
<b>Total Cost</b>	<u>\$67,168</u>	<u>\$93,246</u>	<u>\$95,140</u>	<u>\$255,554</u>

Introduced by the Law Enforcement, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT A 2009 STATE OF MICHIGAN JAG GRANT SUBCONTRACT FOR AN  
INGHAM COUNTY SHERIFF'S DEPUTY POSITION WITH  
THE TRI-COUNTY METRO NARCOTICS UNIT**

WHEREAS, the Ingham County Sheriff's Office understands the need for strong narcotics enforcement within Ingham County and in the Tri-County area; and

WHEREAS, the Ingham County Sheriff's Office understands the importance of collaborative efforts of other Tri-County Law Enforcement Agencies working together and assigning police officers to the Tri-County Metro Narcotics Unit, for narcotics enforcement in the area; and

WHEREAS, the Ingham County Sheriff's Office assigns three deputies to the Tri-County Narcotics Unit on a rotating basis to assist in the enforcement of narcotics investigations; and

WHEREAS, due to recent budget cutbacks, the Ingham County Sheriff's Office is seeking funding to maintain their current assignments with the Tri-County Metro Narcotics Unit; and

WHEREAS, the Tri-County Metro Narcotics Unit has agreed to a subcontract from the 2009 State of Michigan JAG Grant of \$240,000.00, to the Ingham County Sheriff's Office to pay for (1) one deputy's salary and fringe benefits for the three year period; and

WHEREAS, the City of Lansing will be the fiduciary of this grant program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the Michigan Department of Community Health Office of Drug Control Policy subcontract with the City of Lansing in the amount of \$240,000.00, for the Sheriff's Office Metro Conspiracy Investigations Grant, for the time period of January 1, 2010 through September 30, 2012.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes up to \$15,554 from the Sheriff's Office Forfeiture Account (Fund 265) to cover the balance of this position's costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the addition of one Law Enforcement Officer Grant position for the duration of the grant program.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary position allocation and budget adjustments in the Ingham County Sheriff's Office 2010 through 2012 Budgets.

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

**Agenda Item 2**

November 3, 2009

TO: County Services & Finance Committees

FROM: Eric Schertzing

RE: Property Tax Foreclosure Process

Section 78m(8)(h) of PA 123 of 1999, as amended, requires an annual report by the foreclosing government unit (county treasurer) to the board of commissioners. The report shall identify any remaining balance from the foreclosure process for the calendar year two prior.

All or a portion of any remaining balance, less any contingent cost of title or other legal claims described in the statute, may subsequently be transferred into the general fund of the county by the board of commissioners. Treasury maintains a separate liability reserve account to deal with legal issues that might arise from the foreclosure process.

Please allow this memorandum to serve as my written report for 2009. I am please to report that **\$30,690.00** is the remaining balance from the 2007 auction.

Without objection we will transfer this amount to the County General Fund on November 25<sup>th</sup>.

**RESOLUTION STAFF REVIEW**

**DATE** November 6, 2009

**Agenda Item Title:** Resolution to Accept a \$908.68 Risk Avoidance Program (RAP) Grant  
Award for Parks and Recreation Alert Frisbees from the Michigan Municipal Risk Management Association (MMRMA)

**Submitted by:** Ingham County Parks & Recreation Commission

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

**Summary of Proposed Action:**

The Ingham County Parks Department was offered the chance to participate in a grant opportunity with the Michigan Municipal Risk Management Association. The Association provided Parks and Recreation Alert Frisbees for distribution to Ingham County Park visitors, indicating a contact phone number to report vandalism or unsafe areas in our parks.



**Financial Implications:**

These grant funds reimburse Ingham County Parks for the cost of the Frisbees in the amount of \$908.68.

**Other Implications:** None.

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

Staff recommends approval of the resolution.

## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of October 26, 2009  
RESOLUTION #34-09

**RESOLUTION TO RECOMMENDING THE ACCEPTANCE OF A \$908.68 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR PARKS AND RECREATION ALERT FRISBEES FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)**

**WHEREAS**, the Ingham County Parks Department was offered to participate in a grant opportunity with MMRMA; and

**WHEREAS**, MMRMA provided Parks and Recreation Alert Frisbees for distribution to Ingham County Parks visitors, indicating a contact phone number to report vandalism or unsafe areas in our parks; and

**WHEREAS**, the grant funds reimbursed Ingham County Parks Department for the cost of the Frisbees; and

**WHEREAS**, distribution of the Alert Frisbees provided our guests a gift from the Parks Department and the opportunity to provide feedback on our park facilities.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks and Recreation Commission recommends the Board of Commissioners authorize the acceptance of the grant funds from MMRMA in the amount of \$908.68 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

**Moved by** Mr. Czarnecki and **Supported by** Ms. Weil that Resolution #34-09 be approved. **Yes-7; No-0. MOTION CARRIED.**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A \$908.68 RISK AVOIDANCE PROGRAM (RAP) GRANT  
AWARD FOR PARKS AND RECREATION ALERT FRISBEES FROM  
THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)**

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

WHEREAS, the Michigan Municipal Risk Management Association provided Parks and Recreation Alert Frisbees for distribution to Ingham County Parks visitors, indicating a contact phone number to report vandalism or unsafe areas in our parks; and

WHEREAS, the grant funds reimbursed the Ingham County Parks Department for the cost of the Frisbees; and

WHEREAS, distribution of the Alert Frisbees provided a service to park guests and the opportunity to provide feedback on our park facilities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of grant funds from the Michigan Municipal Risk Management Association in the amount of \$908.68 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator and the Budget Office to make the necessary adjustments in the Parks Department 2009 Budget.

**RESOLUTION STAFF REVIEW**

**DATE** November 6, 2009

**Agenda Item Title:** Resolution Authorizing the Purchase of a Mobile Squeeze Cage for the Potter Park Zoo

**Submitted by:** Ingham County Parks and Recreation Commission

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

**Summary of Proposed Action:**

The Potter Park Zoo Veterinarian and Keeper Staff must immobilize animals with a squeeze cage during the course of medical procedures. The use of a squeeze cage is imperative for staff and animal safety. The existing squeeze cage is not designed to hold large animals (such as oyrx, bongos, camels, and llamas) and many of the animals within Potter Park Zoo cannot be immobilized due to the limited size of this cage.

The Ingham County Purchasing Department sought bids for a squeeze cage using zoo staff specifications for this piece of zoo specialty equipment. There were a limited number of vendors for this type of equipment and Fauna Research, Inc. of Red Hook, New York provided the only quote at a cost of \$24,876.

**Financial Implications:**

Funds have been identified within the Potter Park Zoo Millage Fund, to be transferred from line item 258-69300-747000-34600 to line item 258-69200-978000-0926Z in an amount not to exceed \$24,876, for the equipment from Fauna Research, Inc.

**Other Implications:** None.

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

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
A MOBILE SQUEEZE CAGE FOR THE POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo Veterinarian and Keeper Staff must immobilize animals with a squeeze cage during the course of medical procedures; and

WHEREAS, the use of a squeeze cage is imperative for staff and animal safety; and

WHEREAS, the existing squeeze cage is not designed to hold large animals (such as oyrx, bongos, camels, and llamas) and many of the animals within Potter Park Zoo cannot be immobilized due to the limited size of the existing cage; and

WHEREAS, the Potter Park Zoo staff has recommended the appropriate cage size for use at the Zoo; and

WHEREAS, the Ingham County Purchasing Department sought bids for the squeeze cage and only one vendor provided a quote; and

WHEREAS, the squeeze cage is zoo related specialty equipment and there are a limited number of vendors that produce such equipment; and

WHEREAS, the Potter Park Zoo Board, along with the Parks and Recreation Commission supported the purchase of a larger squeeze cage with the passage of resolutions at their November meetings; and

WHEREAS, funds have been identified within the Potter Park Zoo Millage Fund, to be transferred from line item 258-69300-747000-34600 to line item 258-69200-978000-0926Z.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of one new squeeze cage from Fauna Research, Inc. of Red Hook, New York, in an amount not to exceed \$24,876.

THEREFORE BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the necessary line item transfers from line item 258-69300-747000-34600 to line item 258-69200-978000-0926Z.

**RESOLUTION STAFF REVIEW**

**DATE** November 5, 2009

**Agenda Item Title:** Resolution to Authorize a Michigan Community Service Commission AmeriCorps Grant Position Placement for the Parks Department

**Submitted by:** Ingham County Parks and Recreation Commission

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

**Summary of Proposed Action:**

This Resolution allows for the placement of one of the ten positions at the Parks Department as previously authorized by the Board of Commissioners' Resolution #09-239, to allow for agreements to be entered into with each AmeriCorps Host Site and with each AmeriCorps member, and to authorize the Board Chairperson to sign those agreements. The time period for this placement is from October 1, 2009 through December 6, 2010. This agreement is between the Michigan Community Service Commission AmeriCorps and the Ingham County Health Department on behalf of the Power of We Consortium with the Ingham County Parks Department as "Host Site."

The Parks AmeriCorps volunteer would expand the Parks Department's volunteer programs and support trail maintenance, planning, and management of natural areas in Ingham County Parks.

**Financial Implications:**

The total grant award from the Michigan Community Service Commission is \$149,419. Each individual host site is required to provide cash contributions as their portion of the necessary match. The Parks Department's portion is \$6,368.00, providing a one third match to AmeriCorps funding to equal a total grant of \$19,104.00. One half, \$3,184.00, will be paid from funds in the approved 2009 Parks Budget, seasonal wage line item 208-75500-705000-51000 and the \$4,184 balance will be funded through the approved 2010 Parks Budget, seasonal wage line item 208-75200-705000-86000.

**Other Implications:** None.

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

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MICHIGAN COMMUNITY SERVICE COMMISSION  
AMERICORPS GRANT POSITION PLACEMENT FOR THE PARKS DEPARTMENT**

WHEREAS, the Power of We Consortium successfully competed for a grant from the Michigan Community Service Commission (MCSC) for a Michigan AmeriCorps project that will place ten full time AmeriCorps 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 October 6, 2009, the Power of We Consortium notified the Ingham County Parks Department that they were selected as a host site for an AmeriCorps volunteer; and

WHEREAS, the AmeriCorps volunteer would expand the Parks Department's volunteer programs and support trail maintenance, planning, and management of natural areas in Ingham County Parks; and

WHEREAS, the County contribution of \$6,368 provides a one third match to AmeriCorps funding to equal a total grant of \$19,104.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a placement agreement, on behalf of the Parks Department as "Host Site," with AmeriCorps to oversee the AmeriCorps volunteer from October 1, 2009 through December 6, 2010; one half, \$3,184.00, to be paid from funds in the approved 2009 Parks Budget, seasonal wage line item 208-75500-705000-51000 and the balance \$3,184.00 to be funded through the approved 2010 Parks Budget, seasonal wage line item 208-75200-705000-86000.

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

## MEMO

Date: November 4, 2009  
To: County Services Committee  
From: Willis Bennett  
Re: Limited Smoking Areas in Ingham County Parks

The Parks and Recreation Commission recently passed a resolution limiting smoking areas within the county parks. The Parks Department has received many comments and letters requesting banning smoking from certain areas of the parks and has chosen to ban smoking from three areas of the parks.

Per the resolution passed on October 26, 2009, smoking will no longer be permitted within 100 feet of children's play areas, beach areas and concession areas of our parks and the splash pad at Hawk Island. Limiting smoking areas is a trend among parks departments throughout the country, which helps to provide a healthier and cleaner facility for our guests to enjoy.

Pursuant to the Ingham County Park Rules and Regulation, Section 3, "*B. Any park or park lands, or portions thereof, may be closed entirely or closed to certain uses for such period of time as may be determined by the County or its designated representative.*" This article permits the department to limit smoking to certain areas within the parks and to enforce the rule.

The Parks and Recreation Commission wished to share this information with the Board of Commissioners and welcomes any comments.

Encl: Parks Resolution #33-09  
Parks Rules & Regulations

## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of October 26, 2009  
RESOLUTION #33-09

### RESOLUTION SUPPORTING LIMITED SMOKING AREAS IN THE INGHAM COUNTY PARKS SYSTEM

**WHEREAS**, Ingham County Parks are family oriented facilities, the Ingham County Parks and Recreation Commission wishes to minimize smoking role modeling experiences for children, and to minimize visitor exposure to second hand smoke; and

**WHEREAS**, the Ingham County Parks and Recreation Commission would like to prohibit smoking within 100 feet of children's play areas, areas to include the beach areas and concession areas at Burchfield Park, Lake Lansing Park South and Hawk Island Park, as well as the Splash Pad® area at Hawk Island Park; and

**WHEREAS**, the Ingham County Park staff has indicated that discarded cigarette butts account for a significant portion of the litter found around the beach, concession areas and the Hawk Island Splash Pad®; and

**WHEREAS**, the trend in the Parks and Recreation Industry is to control smoking areas to provide a healthier, cleaner, and safer environment for all visitors.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks and Recreation Commission recommends that the Board of Commissioners in accordance with Section 3, Paragraph B, of the County Ordinance governing the Ingham County Park rules and regulations, prohibit smoking in the beach areas, concession areas, the Hawk Island Park Splash Pad®, and within 100 feet of children's play areas within the Ingham County Parks System.

**THEREFORE BE IT FURTHER RESOLVED**, that the Director is authorized to modify the distance requirements as circumstances dictate.

**Moved by** Mr. Czarnecki and **Supported by** Mr. Matt that Resolution #33-09 be approved. **Yes-7; No-0. MOTION CARRIED.**

# INGHAM COUNTY PARK RULES AND REGULATIONS

## *Adopted June 27, 1998 - Modified June 12, 2007*

**Section 1. Ordinance Title.** The title of this Ordinance shall be the Ingham County Park Rules and Regulations.

**Section 2. Definitions.**

“Authorized Local Official” means the Parks Director, Parks Law Enforcement Officers, or other personnel of the County legally authorized to issue municipal civil infraction citations

“Business Day” means a day of the year, exclusive of a Saturday, Sunday, or legal holiday.

“Citation” means a written complaint or notice to appear in District Court upon which an authorized local official records the occurrence or existence of one (1) or more violations of this Ordinance by the party cited.

“Civil Infraction” means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.

“County” means the County of Ingham, Michigan.

“District Court” means the 55th Judicial District Court.

“Misdemeanor” means a violation of this Ordinance which is not designated as a municipal civil infraction by this Ordinance.

“Municipal Civil Infraction” means an act or omission that is prohibited by this Ordinance, but which is not a misdemeanor under this Ordinance, and for which civil sanctions including without limitations, fines, damages, expenses and costs may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended.

“Municipal Civil Infraction Action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

“State” means the State of Michigan.

“Violation” means an act which is prohibited by this Ordinance. A violation shall include any omission or failure to act where the action is required by this Ordinance.

**Section 3. Park Hours.**

- A. All parks under the jurisdiction of the County shall be open one half hour before sunrise for pedestrian access, 8:00am for vehicle access, and close one half hour after sunset, unless otherwise posted or unless permission has been granted by the County or its designated representative.
- B. Any park or park lands, or portions thereof, may be closed entirely or closed to certain uses for such period of time as may be determined by the County or its designated representative.
- C. No person or vehicle shall be within any park except when such park or portion thereof is open unless camping is approved by a permit issued by the County or its designated representatives.
- D. All Potter Park Zoo visitors are required to leave within 60 minutes after posted closing times.

**Section 4. Conduct on Park Property.**

- A. Preservation of Property. No person shall willfully disturb, destroy, deface, alter, change, or remove any part of any park or any facility, building, sign, structure, equipment, utility or other property found herein.
- B. Preservation of Natural Resources and Plant Life. No person shall:
  - (1) Remove, or cause to be removed, any sod, earth, humus, peat, boulder, gravel or sand found within any park without the written permission of the County or its authorized representatives.
  - (2) Cut, remove, dig, injure, pick, damage, deface or destroy any tree, flower, shrub or plant, whether alive or dead, found within the park without written permission of the County or its authorized representatives.
- C. Preservation of Wildlife. No person shall hunt, trap, bait, pursue, injure, feed, kill, or in any manner disturb any amphibian, reptile, bird, or mammal on any land or waters under the jurisdiction of the County unless written permission has been granted by the County or its designated representative.
- D. Exotic Species. No person shall introduce an exotic species into county park lands and waters, except as authorized by the Parks Board. Exotic species are defined as “all species of plants and animals not native to Michigan.”

E. Fires.

(1) No person shall build a fire within any park except in grills or fire rings provided for such purpose. Fires in the beach area are expressly forbidden. Firewood may be collected to be used within the parks only if it is dead and not standing.

F. Disposal or Refuse. No person shall:

(1) Deposit or abandon in any park or in any waters in or adjacent to any park or on the ice thereof any garbage, refuse, trash, waste or other obnoxious material, except, in receptacles provided for such purposes.

(2) Bring into any park refuse or litter originating outside any park for the purpose of depositing such in park receptacles.

G. Fireworks, Firearms and Other Weapons. No person shall:

(1) Have in their possession or control any slingshot, BB Gun, paint ball guns, fireworks or explosives within any park.

(2) Have in their possession or control any bow or arrow within any park except by prior written permission of the County.

(3) Discharge any rifle, shotgun, pellet gun, air rifle, pistol, or other firearm in any park for any reason, provided that this rule shall not apply to any law enforcement officer acting in the course of his or her employment.

H. Alcoholic Beverages.

(1) No person shall have in their possession within the park boundaries any alcoholic beverages stronger than beer or wine.

(2) Alcoholic beverages must be brought to the park in original containers, and said containers shall not exceed 67.6 fluid ounces (2 liters) in capacity.

(3) All allowed alcoholic beverages as defined shall be confined to the picnic and ball field area within the parks unless written permission has been granted by the County or the area is otherwise posted.

(4) Possession and/or use of alcoholic beverages within Lake Lansing Park-South, Rayner Park, Burchfield Park winter sports area, Hawk Island County Park, the Kenneth A. Hope Soccer Complex, *Potter Park*, and *Potter Park Zoo* is prohibited.

(5) *Notwithstanding any provision set forth to the contrary, beer or wine may be sold for consumption on the premises, and may be consumed, at public or private events or functions within the grounds of Potter Park Zoo Exploration and Discovery Center and Plaza, provided:*

a. *Dispensing of beer or wine shall be conducted by persons or entities not affiliated with Potter Park Zoo or any of its auxiliary organizations;*

b. *No beer or wine may be sold or dispensed during hours when the Potter Park Zoo is open to the general public;*

c. *For sales of beer and wine for consumption on the premises an appropriate license shall be obtained from the Michigan Liquor Control Commission; furthermore, prior approval from the Parks and Recreation Commission and/or their designee is required.*

d. *Intoxicating liquors (i.e. distilled rather than fermented alcoholic beverages) may not be sold on the premises.*

I. Disorderly Conduct.

(1) No person shall be a disorderly person within the park boundaries. A person is a disorderly person if the person is any of the following:

a. A person who is intoxicated in a public place and who is either endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance.

b. A person who is engaged in indecent or obscene conduct in a public place.

(2) No person shall interfere with any park employee in the discharge of his or her duties, or fail or refuse to obey any lawful command issued by them.

J. Audio Devices.

(1) No person shall use or operate any radio, musical instrument, phonograph, television or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of 100 feet, shall be deemed a prima facie violation of this section, unless written permission has been obtained from the County Parks or its designated representatives.

(2) No person, group or organization using any picnic shelter within any Ingham County Park, with or without having reserved or rented said picnic shelter, shall use or operate any radio, musical instrument,

phonograph, television, compact disc player, tape player or other machine or device that produces or reproduces sound or music, regardless of its audio volume, within, or within 150 feet of, any picnic shelter, unless specific written permission has been obtained from the County or its designated representative. Such written permission shall be in the form of a County-approved Special Event Permit, and shall include the name of the person responsible for the control of such equipment, the type of equipment authorized for use, hours of use and any other information or restrictions regarding the audio equipment's use that shall be deemed necessary by the Ingham County Parks Department. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose. The responsible party named in the written permit shall be on site and available to park officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the County or its designated representative.

K. Other.

- (1) No person shall use metal detectors in any turf areas within the County park system.
- (2) No person shall play frisbee and/or ball games within the beach areas of Lake Lansing Park-South, Hawk Island County Park, and William M. Burchfield Park.
- (3) No person shall operate a hot air balloon or model rocket vehicle, model aircraft, or model watercraft, which are powered by battery, gas, fuel or fuel pellet, on any park lands without the permission of the County or its designated representative.
- (4) The launching of trailered watercraft is prohibited at Hawk Island County Park without written permission of the County or its designated representative. Non-motorized watercraft that are capable of being hand carried are permitted to be launched at Hawk Island County Park at designated locations only. Non-electric motors are prohibited at Hawk Island County Park.

**Section 5. Potter Park Zoo.**

- A. No person under the age of 15 shall be allowed entrance in to the zoo, unless accompanied by an adult at least 18 years of age.
- B. All school groups and youth organizations (high school and below) must be supervised at all times by teachers, aides, or parents while in the zoo.
- C. No bicycles, skates, rollerblades, or skateboards are allowed in the zoo.
- D. All zoo visitors must remain behind public barricades.
- E. No person shall add any material to any exhibit, facility, building, structure or other property found herein.
- F. No person shall in any manner willfully disturb any animal found herein.
- G. Zoo visitors are not allowed to feed zoo animals except in designated areas.
- H. Reckless operation of ADA vehicles is prohibited.

**Section 6. Swimming, Bathing and Wading.**

- A. No person shall swim, bathe or wade except within those areas so designated, and swimming is prohibited within those designated areas when so posted.
- B. Children 8 years of age and under shall be accompanied by an adult at least 18 years of age while in the swimming area of County park beaches.
- C. Beach and swim areas during the regular summer season shall be open from 9:00 a.m. to sunset, unless otherwise posted.
- D. Air mattresses, inner tubes, life jackets or any other devices inflatable or otherwise, used in the aid of swimming are prohibited unless otherwise posted. U.S. Coast Guard approved personal flotation devices may be worn by individuals whose physical disability is such that without such aid use of the swimming area would be impossible.
- E. Alcoholic beverages, glass containers and pets are not allowed within the posted limits of the beach area.

**Section 7. Dogs and Pets.**

- A. Dogs or other pets shall be kept on a leash no greater than 6 feet in length. The only exception is within the designated off-leash areas.
- B. All dogs or other pets must be under the immediate control of a responsible adult and shall not be allowed to disturb or annoy park visitors.
- C. Dogs or other pets are allowed in Lake Lansing Park-North, Burchfield Park, Baldwin Park and McNamara Landing, except in areas posted. Pets are not allowed in Lake Lansing Park-South, the Lake Lansing Boat Launch, Hawk Island County Park, Rayner Park, the Kenneth A. Hope Soccer Complex, Riverbend Natural

Area at Burchfield Park, Potter Park Zoo, and Potter Park picnic area unless otherwise posted. Pets are not allowed within the designated bathing beaches, park buildings, shelters and on the ski trails when they are open for skiing. Dogs or other pets may be allowed as a condition of an approved Special Event Application, or when transporting a dog or pet directly from an automobile to a watercraft at the Lake Lansing Boat Launch.

- D. Pets must not be left unattended or left in a vehicle or trailer. Owners must clean up pet droppings.
- E. Guide or leader dogs, hearing dogs, and service dogs for disabled persons are permitted in all areas, as provided under Michigan Compiled Laws 750.502c, as amended.

**Section 9. Horses.** It shall be a violation for a person to ride, lead or allow a horse to be upon any property not designated as a horse trail which is administered by or under the jurisdiction of the County unless prior written permission has been obtained from the County or its designated representatives.

**Section 10. Bicycles.** Bicycles shall be permitted on designated trails only. No person shall operate a bicycle upon any sidewalk or trail which is posted against such use.

**Section 11. Natural Area and Nature Trails.**

- A. Nature trails shall be for pedestrian traffic only, unless otherwise posted.
- B. Fires are prohibited within any nature study areas unless written permission has been granted by the County or its designated representatives.
- C. Bicycles, horses and pets are also prohibited within such areas.

**Section 12. Motor Vehicles.**

- A. It shall be unlawful for any person to:
  - (1) Operate a motor driven vehicle in excess of fifteen (15) miles per hour within the park, except where otherwise posted.
  - (2) Operate any motor driven vehicle of any kind or nature except on designated public roads.
  - (3) Operate a motor driven vehicle in violation of posted traffic control signs or devices.
  - (4) Operate an unlicensed motor vehicle upon any park road or parking area.
- B. State Laws. All motor driven vehicles operated on park roadways or parking lots shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code.

**Section 13. Parking.**

- A. Parking in Prohibited Areas. It shall be unlawful for any person to:
  - (1) Park any motor vehicle within any area not designated as a parking area or space.
  - (2) Stop, stand or park any motor vehicle at any place where official signs prohibit.
  - (3) Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.
- B. Use of Parking Areas.
  - (1) The county park parking lots in all county parks are hereby closed to all park activities except parking of vehicles and entry and exit from vehicles. No park land usage, including, but not limited to, picnicking, frisbee throwing, games or other activities shall be permitted in the county parking lots of county parks. All park activities except traversing to and from county parking lots and/or parking of vehicles in case of emergencies are prohibited.
  - (2) When posted, parking at the Lake Lansing Boat Launch is hereby restricted on weekends and holidays to vehicles with boats only.
- C. Obstructing Traffic.
  - (1) It shall be unlawful for the operator of any vehicle to stop, stand, or park such vehicle upon any roadway or in any parking area in such a manner as to form an obstruction to traffic.
  - (2) Whenever any police officer finds a vehicle unattended upon a roadway or in a parking area and where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle to the nearest garage or other place of safety.
  - (3) The necessary costs for such removal shall become a lien upon such vehicle and the person into whose custody the vehicle is given may retain it until all expenses involved have been paid.

**Section 14. Commercial Activities and Advertising.** No person or organization shall advertise, vend, sell, post or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within any park, except by prior written permit from the County or its designated representatives.

**Section 15. Camping.** No person shall camp within any park except in those areas or buildings designated for that purpose, unless permission is provided in writing by the County or its representatives.

**Section 16. Fees, Charges and Permits.**

- A. It shall be a violation for any person to use any facility, building, land area or equipment for which a fee or charge has been established by the County without payment of such fee or charge.
- B. It shall be a violation for any person, group or organization to occupy, use or fail to vacate any facility, building land area or equipment for which a permit has been granted to another person, group or organization.

**Section 17. Violations and Penalties.**

- A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H.(1), shall be responsible for a municipal civil infraction. Repeat violations under this Ordinance shall be subject to increased fines or misdemeanor penalties as provided in Sections 18 and 19 of this Ordinance.
- B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of Sec.13.A regarding parking violations shall be responsible for a civil infraction.
- C. Persons continuing to violate any of the above provisions after being cited may also be evicted from said park or park land for the remainder of the day of the offense.

**Section 18. Municipal Civil Infraction Citations; Issuance and Service.** Municipal civil infraction citations shall be issued and served by an authorized local official as follows:

- A. The time for appearance specified in a citation shall be within ten (10) days after the citation is issued.
- B. The place for appearance specified in a citation shall be the District Court.
- C. Each citation shall be numbered consecutively and shall be in a form approved by the State Court Administrator. The original citation shall be filed with the District Court. Copies of the citation shall be retained by the County and issued to the alleged violator as provided by Section 8705 of Act No. 236 of the Public Acts of 1961, as amended.
- D. A citation for a municipal civil infraction signed by an authorized local official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge and belief."
- E. An authorized local official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- F. An authorized local official may issue a citation to a person if:
  - (1) Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
  - (2) Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for an infraction and if the County Prosecuting Attorney approves in writing the issuance of the citation.
- G. Municipal civil infraction citations shall be served personally by serving a copy of the citation upon the alleged violator.

**Section 19. Municipal Civil Infraction Citations; Contents.**

- A. A municipal civil infraction citation shall name the County as plaintiff and shall contain the name and address of the defendant, the municipal civil infraction alleged, the place where the defendant shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
- B. Further, the citation shall inform the defendant that he or she may do one of the following:
  - (1) Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the

time specified for appearance.

(2) Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance or, in person, or by representation.

(3) Deny responsibility for the municipal civil infraction by doing either of the following:

- a) Appearing in person for an informal hearing before the Judge or Magistrate of the District Court without the opportunity of being represented by an attorney, unless a formal hearing before the District Court's Judge is requested by the County.
- b) Appearing in the District Court for a formal hearing before the District Court's Judge, with the opportunity of being represented by an attorney.

(4) The citation shall also inform the defendant of all of the following:

- a) That if the defendant desires to admit responsibility "with explanation" in person or by representation, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
- b) That if the defendant desires to deny responsibility, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
- c) That a hearing shall be an informal hearing unless a formal hearing is requested by the defendant or the County.
- d) That, at an informal hearing, the defendant must appear in person before the District Court's Judge or Magistrate, without the opportunity of being represented by an attorney.
- e) That, at a formal hearing, the defendant must appear in person before the District Court's Judge with the opportunity of being represented by an attorney.

(5) The citation shall contain a notice in boldfaced type that the failure of the defendant to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in the entry of a default judgment against the defendant on the municipal civil infraction.

## **Section 20. Establishment of Schedule of Civil Fines.**

A. A schedule of civil fines for violations of this Ordinance is hereby established. The fines for the violations shall be as follows:

(1) For the first citation issued to a defendant who admits or is found by the District Court to have violated this Ordinance, the civil infraction fine shall be \$50.00 for the first violation cited and an additional \$50.00 for each additional violation listed within the citation, up to, but not to exceed, \$500.00. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.

(2) For a second citation issued to a defendant who admits or is found by the District Court to have committed repeated violations of this Ordinance, the civil infraction fine shall be up to \$500.00 for each repeat violation. As used in this section, "repeat violations" means a second violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined to be responsible. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.

B. Failure to appear at the District Court within the time specified in a citation or at the time scheduled for a hearing or an appearance is a misdemeanor and will result in entry of a default judgment against the defendant on the municipal civil infraction.

C. Failure to comply with an order, judgment or default in payment of a civil fine, costs, damages, or expenses, so ordered may result in enforcement actions, including, but not limited to, imprisonment on civil contempt which shall not exceed one (1) day for each \$30.00 due, collections, placement of liens or other remedies as permitted by Chapter 87 of Act 236 of Public Acts of 1961, as amended.

D. A municipal civil infraction is not a lesser included offense of a criminal offense or an ordinance violation that is not a civil infraction.

E. Civil infractions for violations of Sec.11.A. regarding parking are punishable by a fine of \$50 plus costs for a first offense, \$100 plus costs for a second offense, and \$250 plus costs for a third offense, except that violations of Sec.13.A.(3) shall be punishable by a fine of \$250 plus costs for a first or subsequent offense.

**Section 21. Misdemeanor Violations.**

- A. Any person convicted of violating Section 4.H.(1) relating to disorderly persons shall be guilty of a misdemeanor.
- B. A third and subsequent repeated violation of this Ordinance shall be a misdemeanor. As used in this section, "repeat violations" means a third or subsequent violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined by the District Court to be responsible.
- C. Actions or omissions which are a misdemeanor under this Ordinance shall be punishable upon conviction by a fine of not to exceed \$500.00 (plus other costs), imprisonment for a term of not to exceed ninety (90) days, or both.

**Section 22. Construction.** When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neuter. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations or codes to which they apply or if not so defined shall be defined in the manner or their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

**Section 23. Severability.** The various parts, sections, subsections, paragraphs, sentences, phrases and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

**Section 24. Repealer Clause.** Any ordinance or parts of ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 25. Savings Clause.** This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

**Section 26. Effective Date.** This Ordinance shall become effective on the 12<sup>th</sup> day of June, 2007.

**Agenda Item 3e**

TO: County Services Committee

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

DATE: November 5, 2009

RE: Ingham County Parks and Recreation Commission Communication

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In response to the attached memo, I am opposed to this request. While I would agree the Parks would not be available to our citizens during the three days as indicated, it is a very "slippery slope" that we start down if this request is granted. There will be very valuable services *throughout* the County that will be missed during the three furlough days; unfortunately, that is exactly what happens when the County is closed. However, if we start allowing individual Departments "attempts to realize" the same savings we will gradually erode the total savings that is budgeted from the three days the County is closed.

I am not sure everyone completely understands the financial crisis we are facing. We have already advised the Finance Committee of the concerns we are facing related to the shortage in revenues that were expected and budgeted for 2009. As a result of these same concerns for 2010, I advised the Finance Committee last night (November 3) that it will be necessary to make adjustments to the 2010 budget.

We can not ignore the challenges we are facing. We can not continue to believe that we can make up the difference in some unknown area. The last thing I want to do is to recommend completely closing Departments, continue to eliminate positions in the county, layoff employees and reduce services. However, if we ignore the opportunity to save at every opportunity, the dollars lost will mount and the cuts will deepen.

I do not wish to be the "scrooge at the holidays" but I also believe it is my responsibility to remind everyone of the financial challenges *WE* are facing.

MJM/lrs

### Agenda Item 3e

**DATE:** November 4, 2009  
**TO:** Commissioner Victor Celentino, County Services Committee Chair  
**FROM:** Ingham County Parks & Recreation Commission

In our role as an Ingham County Advisory Board, the Ingham County Parks Commission is requesting that the Parks Director be permitted to work with park management staff to develop a strategy allowing Ingham County Parks to remain open during the furlough days planned for December 27-29, 2010. Full-time staff work days, vacation days, and personal leave days would be adjusted so that the same cost savings from the three furlough days in December would still be realized.

The Ingham County Parks Commission realizes that substantial reductions had to be made in the 2010 County budget, with over \$300,000 in cuts in the 2010 Parks budget. It is our belief that the benefits of allowing our residents and their guests to visit the parks over the 2010 holidays on the three days in question are substantial. The days between Christmas and New Years are always large attendance days in our parks and fewer and fewer of us have the ability to take an out of town trip. Typically during these three days, nearly 4,000 people utilize the County parks.

Included in the reductions for 2010, is the elimination of the toboggan runs at Burchfield Park, a general fund activity. The other activities that remain open in the parks are operated within our 508 revenue fund, which means *no* general fund dollars are used for their operation. Full-time staff would be assigned to work those days and their furlough days could be taken throughout 2010, thus allowing the parks to remain open. Since the winter activities that will be in operation in 2010 are all revenue generating, the closure of the parks could impact the parks budget significantly with a reduction of hundreds or even thousands of revenue dollars from our budget, depending on the weather.

The Parks Office would remain closed during the designated furlough days as scheduled. Allowing the parks to remain open during this time would mean *no additional cost* to the general fund. Full-time park staff would take their three furlough days during the year, revenue will be generated for the Parks Department and Ingham County residents could still enjoy their parks.

In conclusion, we believe Ingham County Parks can fully participate in the savings generated by the furlough without denying people the opportunity to enjoy the endless benefits of our 1,400 acres of Ingham County park land. Keeping our parks open during the furlough days is consistent with how the Michigan DNR dealt with six furlough days during the past fiscal year. There is strong consensus on the Parks Commission for the content of this letter.

Questions and concerns can be directed to Mike McDonald, Parks & Recreation Commission Chair, at 517-339-3257.

cc: Commissioner Debbie De Leon, Board of Commissioners Chairperson  
Ingham County Parks Commission Members  
Dr. Myers, Ingham County Controller

## MEMORANDUM

TO: County Services Committee

FROM: Dean Sienko, Health Officer

DATE: November 8, 2009

SUBJECT: Request to Waive Hiring Freeze and Hiring Delay for Vacant Deputy Health Officer for Community Health Care Services Position

Due to the departure of Dr. Jaeson Fournier, the position of Deputy Health Officer for Community Health Care Services (DHO CHC) will become vacant on December 2, 2009. The person in this position reports directly to me and is responsible for the administration of our network of six Community Health Centers. Revenues generated by the Health Centers are one of the main reasons that only a small percentage of the Health Department's budget is derived from the County general fund.

The DHO CHC is vital to the success of the Health Department in many ways. The DHO CHC works with the Community Health Center Board of Directors to develop policies and procedures for administration of the Health Centers that are vital to maintaining our eligibility for enhanced reimbursement under Section 330 of the Public Health Service Act. The person in this position is responsible for overseeing our relationship with the Center for Medicare and Medicaid Services. Our successful relationship with CMS has resulted in receipt of very large amounts of grant funding including ARRA stimulus money and a Capital Improvement Project Grant, among others. The DHO CHC also works with Michigan based organizations such as the Michigan Primary Care Association and the Michigan Peer Review Organization to improve the quality and efficiency of the Health Centers—examples include efforts to improve patient outcomes and roll out an electronic health record system. In order to maintain forward momentum in reducing costs, increasing revenues and obtaining grants, it is my opinion that there should be no delay in filling this position.

This position is fully funded as part of the Health Department's 2010 Budget. The cost for filling the position in 2010 will be 157,675 (including fringe). The amount of general fund which will support this position is 15% or 23,651.

I am asking you to waive the hiring freeze and hiring delay for the position of Deputy Health Officer for Community Health Care Services.

c. John Jacobs  
Jane Noice

RESOLUTION STAFF REVIEW

DATE November 6, 2009

Agenda Item Title: Resolution to Add the Ingham County Family Center (ICFC) to the Current Contract with Dietz Janitorial Services, Inc. (Resolution #07-116) for Cleaning Services

Submitted by: Facilities Department

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

Summary of Proposed Action:

This Resolution will authorize adding the Ingham County Family Center to the current contract with Dietz Janitorial Service, Inc. Dietz will provide daily cleaning services at ICFC.

Financial Implications:

The fee for the cleaning services at the ICFC would be a monthly not to exceed amount of \$2,527.25, which reflects the payment of living wages. Funding for the project is available within the ICFC Operational Budget, 292-66229-931100, Maintenance Related Contractual.

Other Implications:

The current contract with Dietz Janitorial Service will terminate on July 31, 2010.

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: November 5, 2009

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

The resolution before you authorizes adding the Ingham County Family Center to the Dietz Janitorial Contract (Resolution #07-116).

Dietz Janitorial will provide daily cleaning services at the ICFC for the remainder of their contract that ends in July 2010. The fee for this service would be \$2,527.25 per month.

Funding for the project is available within the ICFC Operational Budget, 292-66229-931100, Maintenance Related Contractual.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADD THE INGHAM COUNTY FAMILY CENTER (ICFC)  
TO THE CURRENT CONTRACT WITH  
DIETZ JANITORIAL SERVICES, INC. (RESOLUTION #07-116)  
FOR CLEANING SERVICES**

WHEREAS, the County currently has a janitorial contract with Dietz Janitorial for cleaning services at the Human Services Building, Grady Porter Building/Veterans Memorial Courthouse, and the Willow Clinic per Resolution #07-116; and

WHEREAS, due to the addition of the Ingham County Family Center in 2008, janitorial services are needed at that location as well; and

WHEREAS, Dietz Janitorial proposed to perform daily cleaning services at the ICFC for a monthly cost of \$2,527.25 for the remainder of the current contract which will expire on July 31, 2010; and

WHEREAS, the funds are available within the ICFC Operating Budget, 292-66229-931100 Maintenance Contractual.

THEREFORE BE IT RESOLVED, the Ingham County Board Commissioners authorizes the addition of the Ingham County Family Center to the Dietz Janitorial Service, Inc. contract per Resolution #07-116, for a monthly cost not to exceed \$2,527.25, which reflects the payment of living wages, for the time period of the contract ending July 31, 2010.

BE IT FURTHER RESOLVED, that 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 November 03, 2009

Agenda Item Title: Resolution Approving a Collective Bargaining Agreement with the FOP Supervisory Officers

Submitted by: Human Resources Department, T. A. Lindsey, Director

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

Summary of Proposed Action:

1. Article 10, Grievance Procedure: Effective upon ratification, all grievances shall be subject to arbitration, including discharges. This will not affect grievances previously filed and which are being processed.
2. Article 16, Sick Leave. Sick leave accumulations for new supervisory employees will be at the rate of 4.0 hours instead of 4.5 hours.
3. Article 26, Leaves of Absence, Section 2, Funeral Leave: Change to 5 days for immediate family and no longer until day of funeral.
4. Article 27, Wages: Retro to 7-1-2009

7-1-2009	2%
7-1-2010	1%
7-1-2011	1%

Furlough days/times were accepted for 2010. This could be utilized through 24 hours of personal leave, vacation, compensatory times or unpaid hours. Each employee may select how the time is given back to the County.

5. Article 27, Wages: Add a new Section entitled Shift Premium. Employees working the night shift will receive a \$0.35 per hour shift premium. Shift premium does not apply to any other benefit or overtime premium.
6. Article 29, Layoff and Recall. If an employee takes a demotion in lieu of layoff, he/she can return to his/her prior rank within two years without taking a new test.
7. Elimination of staff meals.
8. Incorporate 2009 Health Coalition amendment agreement for health insurance, dental and retiree insurance.

Financial Implications: The costs for modifications were included in the 2009 and 2010 Budgets.

Other Implications: None.

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

Staff recommends acceptance of the tentative agreement.

**Agenda Item 6**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT  
WITH THE FOP SUPERVISORY OFFICERS**

WHEREAS, a tentative agreement has been reached between representatives of Ingham County and the FOP Supervisory Officers for the period of July 1, 2009 through June 30, 2011; and

WHEREAS, the Employer has received notice from the FOP that the tentative agreement has been ratified by the Union; and

WHEREAS, the provisions agreed upon have been approved by the Sheriff; and

WHEREAS, the provisions of the Agreement has been approved by the County Services and Finance Committees, and are within the guidelines established by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the tentative agreements reached with Ingham County and the FOP Supervisory Officers.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County.

BE IT FURTHER RESOLVED, retro-pay shall not be paid until the contract is signed by both parties.

**RESOLUTION STAFF REVIEW**

**DATE** November 6, 2009

**Agenda Item Title:** Resolution to Consent to an Assignment of Three Current Agreements with Analysts International Corporation to Netarx, LLC

**Submitted by:** Management Information Services Department

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

**Summary of Proposed Action:**

The Resolution will authorize the 'Consent to an Assignment' of three current agreements with Analysts International Corporation to Netarx, LLC. (See the attached assignment letter in the Resolution.)

**Financial Implications:**

The agreements are cost neutral.

**Other Implications:** The terms have been 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 CONSENT TO AN ASSIGNMENT OF THREE CURRENT AGREEMENTS WITH ANALYSTS INTERNATIONAL CORPORATION TO NETARX, LLC**

WHEREAS, Ingham County is currently a party to three agreements with Analysts International Corporation; and

WHEREAS, Netarx, LLC recently purchased the Analysts International's Reseller Business and its supporting service offerings; and

WHEREAS, Analysts International Corporation has transferred its rights, liabilities, and obligations under the three agreements to Netarx LLC; and

WHEREAS, Analysts International Corporation seeks Ingham County's consent to an assignment of the three agreements, under the terms and conditions set forth in the attached assignment letter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby consents to the assignment of the three current agreements with Analysts International Corporation to Netarx, LLC, as set forth in the attached assignment letter.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the assignment letter after review by the County Attorney.



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

Re: Assignment of Analysts International contract

Dear Dr. Myers:

As a valued business partner of Analysts International Corporation ("AIC"), we wanted to advise you of changes underway at AIC. AIC intends to transfer the assets of its VAR Business as a going-concern to Netarx LLC, pursuant to a recent acquisition of the VAR Business by Netarx (the "Transaction") in which Netarx has agreed to assume the rights, obligations and liabilities under certain customer agreements.

Our records indicate that AIC and Ingham County entered into the following agreements with AIC:

1. Master Agreement for Infrastructure Services, dated October 3, 2007, signed by Ingham County on November 5, 2007 and AIC on November 26, 2007, amended by Amendment No. 2 signed by Ingham County on February 27 and 28, 2008 and by AIC on March 3, 2008, and by Amendment No. 3 signed by AIC on May 30, 2008 and Ingham County on June 10, 2008.
2. Technical Support Agreement dated April 20, 2009, signed by AIC on July 29, 2009, and by Ingham County on August 19, 2009.
3. Maintenance agreement for various Cisco hardware valued at \$5,017.02.

In a previous letter to you seeking Ingham County's consent to the assignment of agreements to Netarx, AIC did not list all of the agreements set forth above because not all of those agreements explicitly required that consent be sought; it was AIC's position that for those agreements that did not explicitly require consent to assignment, assignment had automatically occurred by virtue of the Transaction. Nevertheless, it is not AIC's intent to retain any of the referenced agreements, but rather, to assign all of the agreements to Netarx. As such, the purpose of this letter is to seek your consent to the assignment of the referenced agreements and the rights, obligations and liabilities of AIC under the agreements to Netarx, such consent as may be required under these agreements. Further, we ask for your acknowledgement and agreement that (i) the consummation and closing of the Transaction shall not be deemed to be a default or breach under the agreements, that (ii) that the agreements will remain in full force and effect, (iii) that no termination of the agreements will occur solely as a result of the Transaction, (iv) that all

consent, notice and other requirements under the agreements are satisfied with respect to the Transaction, and (v) that as of the date of the Assignment, AIC shall have no further obligations or liabilities under the agreements.

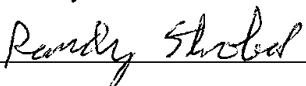
The foregoing consent to assignment of the agreements will become effective when this form is received back from you. All fees, charges and expenses for services provided to you by AIC under the agreements prior to August 4, 2009 will remain due and payable to AIC notwithstanding anything in this Letter Agreement to the contrary.

If the foregoing meets with your approval, we would appreciate receiving Ingham County's signed consent by returning it to us in the enclosed envelope as soon as possible.


If you need additional information, please contact Bruce Feld at 952-838-2906. Thank you for your consideration.

Yours truly,

Analysts International Corporation  
By: Randy Strobel

  
\_\_\_\_\_

Netarx LLC  
By: Eric Tilus

  
\_\_\_\_\_

The assignment and the terms provided for in this letter are hereby acknowledged, accepted and agreed

This 22 day of October, 2009

**COUNTY OF INGHAM**

By: \_\_\_\_\_  
Print Name: Debbie De Leon  
Title: Chairperson, County Board of Commissioners

By: \_\_\_\_\_  
Print Name: Mike Bryanton  
Title: County Clerk

cc: Tom Shewchuk

**RESOLUTION STAFF REVIEW**

**DATE** November 6, 2009

**Agenda Item Title:** Resolution to Approve the Renewal of the Agreement for the AT&T Circuit Between the Ingham County Sheriff's Office and Delhi Township

**Submitted by:** Management Information Services Department

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

**Summary of Proposed Action:**

This Resolution will authorize a renewal of the AT&T Wide-Area-Network connection for computer and phone service between Delhi Township and the Ingham County Sheriff's Office,

**Financial Implications:**

Total cost of \$13,536.00 to be paid from the Telephone Communications Fund (675-26600921050).

**Other Implications:**

None.

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

Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE AGREEMENT FOR THE AT&T  
CIRCUIT BETWEEN THE  
INGHAM COUNTY SHERIFF'S OFFICE AND DELHI TOWNSHIP**

WHEREAS, the current AT&T contract for the Wide-Area-Network connection to Delhi Township has expired; and

WHEREAS, this connection is used to connect Delhi Township to the Ingham County Network for computer and phone service; and

WHEREAS, the new Agreement cost is \$376.00 per month, for 36 months, for a total cost of \$13,536.00; and

WHEREAS, the pricing provided by AT&T is from the State of Michigan cooperative contract.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a renewal of the AT&T Circuit to Delhi Township, for a total cost of \$13,536.00, to be paid from the Telephone Communications Fund (675-26600921050).

BE IT FURTHER RESOLVED, 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 three years.

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 8**

**RESOLUTION STAFF REVIEW**

**DATE** November 4, 2009.

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

**Submitted by:** Controller/Administrator's Office

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

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

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

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

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

Staff recommends approval of this resolution.

## Agenda Item 8

Introduced by the Finance Committee of the:

### INGHAM COUNTY BOARD OF COMMISSIONERS

#### **RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2010 BUDGET YEAR**

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

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

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

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

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

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

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

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

**Note: Items in bold are revenue contracts.**

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	2009 COST	2010 PROJECTED
1	Animal Control	MSU	Shelter Veterinarian	\$10,823	\$10,823
2	Animal Control	Participating Vets	Emergency Vet Services (ill, injured, necropsies, exams, x-rays, etc)	\$5,757	\$5,757
3	Animal Control	Spay/Neuter services	Spay Neuter Services	\$41,000	\$36,900
4	Animal Control	Internet Services	Shelter Software	\$5,200	\$5,200
5	Board of Comm./Clerk	Granicus	Video/Recording Software Maintenance and Monthly Webcasting Fees for BOC Meeting	\$3,000	\$6,000
6	Board of Commissioners	Capital Area Rail Council	Annual Agreement with Capital Area Rail Council	\$2,350	\$2,350
7	Ingham County	Capital Area Transportation Authority (CATA)	Annual Renewal of Special Transportation Contract	\$3,645,925	\$3,629,065
8	Ingham County	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	\$25,000	\$33,750
9	Circuit Court	Teachout Security	Security for the Court	\$150,000	\$147,000
10	Circuit Court	TEL/Thalner	Technology support for the Courtrooms (excluding Courtrooms 1 and 2)	\$20,000	\$23,000
11	Circuit Court	Presort Services, Inc.	Postage service	\$44,526	\$48,000
12	Clerk	Tyler Technologies	Licensing and Support Agreement for Vital Records System	\$17,685	\$19,450
13	District Court	Teachout	Security Officers	\$85,627	\$85,627
14	Economic Development	MSU Extension	Salary + all Benefits Econ Development and Brownfield administration by S. Pigg	\$82,074	\$82,074
15	Economic Development	D. Mitchell	Services for Business Sustainability	\$29,376	\$29,376

16	Economic Development	SME (Soils and Materials Engineers, Incorporated)	NEW Brownfield Grants Technical Services	\$90,000	\$90,000
17	Economic Development	Legal Services	Contracts and Bonds on the Brownfield Redevelopment Finance Plans	\$3,431	\$5,000
18	Equalization	AVS	Commercial Appraisal Services	\$40,000	\$40,000
19	<b>Equalization</b>	<b>State of Michigan (revenue)</b>	<b>Annual Grant for Remonumentation Program</b>	<b>\$90,000</b>	<b>\$85,000</b>
20	Facilities	Schindler Elevator	Maintenance & Inspection- GPB	\$5,685	\$5,969
21	Facilities	Modernistic	Carpet Cleaning	\$26,780	\$27,583
22	Facilities	Nelson Trane	Hilliard Bldg Chiller Service Agree	\$5,110	\$5,366
23	Facilities	Simplex Grinnell	Test & Inspect Fire Alarm System @ GPB	\$6,976	\$7,325
24	Facilities	Great Lakes Window Cleaning	Window Cleaning	\$7,900	\$8,295
25	Facilities	Dietz Janitorial	Janitorial Services	\$116,066	\$119,548
26	Facilities	Guardian Alarm	Building alarm monitoring for Hilliard and courthouse	\$25,584	\$27,133
27	Facilities	Teachout	Bldg. Security Courthouse	\$6,760	\$7,200
28	Facilities HSB	Kone	Full service maintenance agreement for elevator	\$4,009	\$4,209
29	Facilities HSB	Modernistic	Carpet Cleaning	\$30,900	\$32,445
30	Facilities HSB	Nelson Trane	McQuay Chiller test and inspect and maintain	\$9,500	\$9,975
31	Facilities HSB	Teachout Security	Unarmed uniformed security guard for night meetings	\$18,386	\$19,305
32	Facilities HSB	Safety Systems	Monitors building entry alarms	\$17,100	\$17,955
33	Facilities HSB	Nelson Trane	Inspect, maintain and repair 2 rotary screw chillers	\$9,267	\$9,730
34	Facilities HSB	Dietz Janitorial	Janitorial Services	\$306,930	\$322,277

35	Facilities HSB	Waste Management	Pick up trash and recycling	\$6,396	\$6,716
36	Facilities ICFC	Teachout	Daily monitoring for security purposes	\$53,000	\$53,000
37	Facilities- Jail	Schindler Elevator	Elevator maintenance and inspection	\$8,977	\$9,426
38	Facilities- Jail	Modernistic	Carpet Cleaning	\$20,300	\$21,315
39	Facilities- Jail	Simplex Grinnell	Annual Test & Inspect fire alarm system	\$4,200	\$4,452
40	Facilities- Jail	Waste Management	Trash and recycling pickup	\$8,906	\$9,351
41	Facilities VMC	Otis Elevator	Elevator Maintenance & Inspection	\$16,271	\$17,085
42	Facilities VMC	Modernistic	Carpet Cleaning	\$16,480	\$17,304
43	Facilities VMC	Simplex Grinnell	Annual Test & Inspect fire alarm system	\$5,733	\$6,020
44	Facilities VMC	Smith's Detection	Inspect and maintain x-ray equipment	\$8,640	\$8,295
45	Facilities VMC	Dietz Janitorial	Janitorial Services	\$116,066	\$121,869
46	Fair	D & E Cleaning	Cleaning Community Hall & Office	\$13,000	\$10,000
47	Family Court	MSU Psychology Department	Diversion program - Reduces days/cost for out of home care.	\$168,361	\$163,449
48	Family Court	Peckham Inc., Footprints Group Home	Short term female residential. NOTE: JJM Fund.	\$447,319	\$433,679
49	Family Court	Clarinda Group Home	Female transition from long term treatment NOTE: JJM Fund.	\$527,796	\$511,962
50	Family Court	Peckham, Crossroads	Educational and vocational program for delinquent youth.	\$319,542	\$306,772
51	Family Court	Highfields	Day Treatment Program - transportation and behavioral specialists.	\$432,625	\$585,850
52	Family Court	Ingham Intermediate School District	Day Treatment Program - teachers & para-professionals.	\$404,156	\$481,031
53	Family Court	Highfields	Evening Reporting Program - transportation and behavioral specialists. Further program expansions for FY 2010 with an increase in the number of	\$185,084	\$312,650

		students from 20 to 30 per night.			
54	Family Court	Four Attorneys: Annette Skinner, Jennipher Martinez, Antoinette Frahzo, Robin Eagelson	Guardian-At-Litem contracts to represent children in abuse and neglect hearings. 3 full contracts and 1 contract @ 75% of a full contract, the total of which not to exceed \$200,000. Mileage is an additional charge which is not included amounts showing on this document. These contracts are paid from the same account that individual attorney payments are paid.	\$186,750	\$200,000
55	<b>Family Court</b>	<b>State of Michigan (revenue)</b>	<b>Annual Child Care Agreement</b>	<b>\$18,067,341</b>	<b>\$17,817,222</b>
56	Family Court	Lakeside	Residential placements	Residential \$174; Sex Off \$199/day	Range from \$170 to \$210/day
57	Family Court	Woodward	Residential placements	Residential \$135/day; Sex Off \$195/day	Range from \$140 to \$200/day
58	Family Court	Abraxas	Residential placements	\$395/day	\$400/day
59	FOC	Maximus	Cooperative Reimbursement Program billing/consulting	\$10,368	\$10,750
60	<b>FOC</b>	<b>State of Michigan (revenue)</b>	<b>Cooperative Reimbursement Program</b>	<b>\$4,860,049</b>	<b>\$5,107,645</b>
61	Financial Services	Rehmann Robson	Audit	\$61,630	\$63,050
62	Financial Services	Maximus	Cost allocation plan	\$10,000	\$10,000
63	Health Department	Volunteers of America	Homeless Day Center	\$30,000	\$30,000
64	Health Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Rd	\$7,200	\$7,200
65	<b>Human Resources</b>	<b>Tri-County Office on Aging (revenue)</b>	<b>For HR consulting services Annual renewal since 2006</b>	<b>\$34,073</b>	<b>\$36,693</b>

66	MIS	Leibert	3 yr Uninterrupted power supply	\$7,835	\$8,619
67	MIS	MUNIS OSDBA	OSDBA (Operating System Database Administrator) contract, database	\$15,000	\$16,500
68	MIS	MUNIS-GUI Support	GUI(Graphical User Interface Maintenance)	\$3,300	\$4,000
69	MIS	MUNIS	Financial/HR system	\$115,000	\$126,500
70	MIS	Novell	Netware & GroupWise licenses-county	\$29,000	\$31,900
71	MIS	Numara	Track-IT Annual Maintenance	\$5,286	\$5,815
72	MIS	AT&T/IDS	Video Surveillance Maintenance VMC/GPB	\$10,000	\$11,500
73	MIS	Fishnet Security	Annual Gold Maintenance	\$22,950	\$25,000
74	MIS	VMWare	Annual Support	\$10,329	\$13,000
75	MIS	Hewlett-Packard	Annual HP SAN (Storage Area Network) Maintenance	\$13,524	\$14,877
76	MIS	AVI / FTR	Annual FTR (For The Record) software support for all courts and hardware support for Judge Giddings's court	\$7,000	\$7,700
77	MIS	SUN	Sun Server Maintenance	\$19,379	\$23,000
78	MIS	ImageSoft	Imaging Application Maintenance	\$20,000	\$22,000
79	MIS-IJIGS	APS (E-Citation)	E-Citation Annual Support	\$7,500	\$9,000
80	MIS-IJIGS	ACS (Omni)	Jury Systems Maintenance	\$11,932	\$13,125
81	MIS-IJIGS	Lexis Nexis	Monthly Support	\$16,344	\$17,978
82	MIS-IJIGS	Maximus	CourtView 2000	\$130,000	\$143,000
83	MIS-IJIGS	Oracle	Database Silver Support	\$10,503	\$11,553

84	MIS-IJIGS	WebTechs	Annual Maintenance	\$12,000	\$13,200
85	MIS-IJIGS	Vista Solutions	Imaging Support (Split by MIS and IJIGS)	\$6,596	\$7,255
86	MSU Ext	Michigan State Univ	Salary for Horticulture Educator	\$47,892	\$50,392
87	Parks	Allied Disposal	Dumpster Service	\$25,500	\$25,500
88	Parks	Advance Dust Control	Parking lot dust control - LL & BUR	\$10,500	\$5,000
89	Parks	State of Michigan	Water tests	\$10,800	\$10,800
90	Parks	Ingham County Sheriff	Seasonal Officer Training	\$0	\$6,000
91	Potter Park Zoo	Allied Disposal	Dumpster Service	\$12,000	\$11,444
92	Potter Park Zoo	Ayles	Tree Trimming	\$20,000	\$20,000
93	Prosecuting Attorney	Westlaw	Law Books	\$25,500	\$25,500
94	Prosecuting Attorney	Lexis	Law Books	\$10,500	\$5,000
95	Prosecuting Attorney	PAAM	PAAM Interns (2)	\$10,800	\$10,800
96	Prosecuting Attorney	Maximus, James Olson	Application and Billings for 2010	\$0	\$6,000
97	<b>Prosecuting Attorney</b>	<b>State of Michigan (revenue)</b>	<b>Cooperative Reimbursement Program</b>	<b>\$967,747</b>	<b>\$986,165</b>
98	<b>Prosecuting Attorney</b>	<b>State of Michigan (revenue)</b>	<b>Annual Grant for Victim/Witness Program</b>	<b>\$225,000</b>	<b>\$225,000</b>
99	<b>Prosecuting Attorney</b>	<b>State of Michigan (revenue)</b>	<b>Domestic Violence Prevention Program</b>	<b>\$53,890</b>	<b>\$53,890</b>
100	<b>Prosecuting Attorney</b>	<b>State of Michigan (revenue)</b>	<b>Anti-Drug Abuse Program</b>	<b>\$203,808</b>	<b>\$165,948</b>
101	<b>Prosecuting Attorney</b>	<b>State of Michigan (revenue)</b>	<b>Juvenile Accountability Incentive Block Grant</b>	<b>\$13,500</b>	<b>\$13,500</b>
102	Sheriff	Communication Services/Jeff Broughton	Radio Repair - Warranty Expired	\$42,600	\$42,600

103	Sheriff	Lansing-Mason Ambulance	Inmate Ambulance Service	\$22,500	\$22,500
104	Sheriff	I.D. Networks	Software in Jail - Main/Live Scan	\$7,000	\$7,000
105	Sheriff	Prisoner Transport Services	Inmate Extraditions	\$25,000	\$40,000
106	Sheriff	Maurers	Kitchen Uniforms	\$6,494	\$6,500
107	<b>Sheriff</b>	<b>State of Michigan (revenue)</b>	<b>Annual Grant for Secondary Road Patrol</b>	<b>\$320,328</b>	<b>\$248,002</b>
108	<b>Sheriff</b>	<b>State of Michigan (revenue)</b>	<b>Annual Grant for Marine Safety Programs</b>	<b>\$10,000</b>	<b>\$6,327</b>
109	<b>Sheriff</b>	<b>State of Michigan (revenue)</b>	<b>Annual Grant for Emergency Management</b>	<b>\$37,221</b>	<b>\$37,221</b>
110	<b>Sheriff</b>	<b>Michigan Department of Corrections (revenue)</b>	<b>Annual Renewal of Contract for Jail beds</b>	<b>\$2,496,600</b>	<b>\$2,496,600</b>
111	Ingham County	Tri-County Metro Narcotics Squad	Annual Grant for Drug Assets Forfeiture Program	\$274,737	\$271,805
112	<b>Veteran Affairs</b>	<b>Michigan Veterans Trust Fund (revenue)</b>	<b>Services provided for Ingham County Trust Fund</b>	<b>\$7,800</b>	<b>\$7,800</b>
113	<b>Veteran Affairs</b>	<b>Clinton County (revenue)</b>	<b>Services provided to Clinton County</b>	<b>\$20,183</b>	<b>\$30,227</b>
114	<b>Work Study</b>	<b>Cooley Law School, Detroit College of Law, Michigan State University (revenue)</b>	<b>Annual Work Study Grants</b>	<b>\$47,689</b>	<b>\$47,689</b>

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO  
COMMISSIONERS' COMPENSATION**

WHEREAS, the Board of Commissioners is authorized to establish the compensation for the Board of Commissioners; and

WHEREAS, the Board of Commissioners cannot make changes in compensation which affect the Board during the current term, but can make changes to be effective for the next term; and

WHEREAS, the Board of Commissioners wishes to establish the Commissioners' Compensation for the period of January 1, 2011 through 2012, with a 1% for 2011 and a 1% increase for 2012.

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners shall be as follows:

	<u><b>January 1, 2011</b></u>	<u><b>January 1, 2012</b></u>
Board Chairperson	\$17,000	\$17,170
Vice Chair, Vice Chair Pro Tem and All Standing Committee Chairs	\$12,394	\$12,518
Other Commissioners	\$11,362	\$11,476

BE IT FURTHER RESOLVED, that beginning January 1, 2012 Commissioners' salary will be based on the following schedule:

	<u><b>Board Chairperson</b></u>	<u><b>Vice Chair, Vice Chair Pro Tem and All Standing Committee Chairs</b></u>	<u><b>Other Commissioners</b></u>
<u>1<sup>st</sup> Term</u>	\$17,170	\$12,518	\$11,476
<u>2<sup>nd</sup> Term</u>	\$17,670	\$13,018	\$11,976
<u>3<sup>rd</sup> Term</u>	\$18,170	\$13,518	\$12,476
<u>4<sup>th</sup> Term</u>	\$18,670	\$14,018	\$12,976
<u>5<sup>th</sup> Term</u>	\$19,170	\$14,518	\$13,476

BE IT FURTHER RESOLVED, the above noted salary schedule is reflective of the manner in which County employees are compensated.

BE IT FURTHER RESOLVED, the above noted salary schedule does not recognize terms of office held as a Commissioner or any other public office prior to January 2011.

BE IT FURTHER RESOLVED, that each Commissioner shall continue to be paid a \$60.00 per diem for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of eighty (80) per year; provided however, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day; and provided further that Commissioners shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that the Board of Commissioners' Chairperson, as an Ex-Officio of all Committees, shall be paid a per diem subject to a maximum of 100 per year.

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.

BE IT FURTHER RESOLVED, that the Board Coordinator shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting, and that said voucher shall be approved and signed by the individual Commissioner prior to its submission for payment.

BE IT FURTHER RESOLVED, that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED, that the retirement benefit for Commissioners shall be MERS plan C-2 with B-1 base, 55F with 15 years; V6, FAC5, with Commissioners paying 3.56% of salary; provided, however, that each Commissioner at the beginning of his/her term has the option of choosing to participate in the retirement plan.

BE IT FURTHER RESOLVED, that Commissioners shall receive reimbursement for travel outside Ingham County only for actual miles traveled on county business, at the rate established by the Internal Revenue Service; provided, however, that said mileage reimbursement is not more than that set for State Officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances that rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intra-county travel, except when in the process of traveling in the County as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED, that the reimbursement for expenses associated with conferences and conventions shall continue to be provided for Commissioners in the attached Travel Policy and Procedures for Ingham County Commissioners.

**TRAVEL POLICY AND PROCEDURES  
FOR INGHAM COUNTY COMMISSIONERS**

1. Each Commissioner may be reimbursed up to \$1,500 annually for costs of transportation, meals and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.
2. The cost of registration not exceeding \$1,000 per Commissioner for in-state and out-of state conferences or conventions may be paid from the Board of Commissioners' budget and will not be counted as part of the Commissioners' annual \$1,500 travel reimbursement allowance.
3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional \$1,500 annually within the County's fiscal year to cover increased expenses of attending necessary functions associated with the office.
4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction, unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.
5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.
6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.
7. A Commissioner shall not be reimbursed more than \$3,000 for travel expenses within the County's fiscal year, excluding registration fees.