

CHAIRPERSON  
MARK GREBNER

VICE-CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM  
DON VICKERS

COUNTY SERVICES COMMITTEE  
DEBBIE DE LEON, CHAIR  
DALE COPELGE  
VICTOR CELENTINO  
ANDY SCHOR  
DON VICKERS  
VINCE DRAGONETTI

## **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, APRIL 19, 2011 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 [April 5, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Circuit Court/Family Division - Request to Suspend the Hiring Freeze and Hiring Delay for [Accountant/Child Care](#) Position
2. Animal Control - Request to Waive the Hiring Freeze and Delay of an Animal Control [Officer](#) Position
3. Ingham County Medical Care Facility - Resolution Authorizing the Addition of a Therapeutic Activities Area, Walkway, and Courtyard to the Ingham County Medical Care Facility's [Dementia Unit](#)
4. Health Department
  - a. Resolution to Authorize an Agreement with [Midland County](#) Educational Service Agency to Provide Quality Improvement Services for Childcare Providers
  - b. Resolution to Authorize the Transition of a [Medical Technologist](#) Position from Temporary Special Part Time to Permanent Part Time (.5 FTE)
5. Purchasing Department - Communication Regarding the Disposal of 14 Surplus [Vehicles](#)
6. Board of Commissioners
  - a. Step Increase [Controller/Administrator](#)
  - b. Resolution Establishing Policy and Priorities for the Use of [Farmland](#) and Open Space Preservation Funds and to Adopt an Ordinance Amending the Ingham County Farmland Purchase of Development Rights Ordinance
  - c. Resolution in Honor of the 2011 State [Arbor Day](#) Celebration
  - d. Resolution Honoring [Patricia Betz](#)
  - e. Resolution Awarding [Gladys Beckwith](#) with the 2011 Ingham County Women's Commission Lucile E. Belen Award

7. Controller/Administrator's Office
  - a. First Quarter 2011 Budget [Adjustments](#) and Contingency Fund Update – Resolution Authorizing Adjustments to the 2011 Ingham County Budget
  - b. Resolution Establishing Priorities to Guide the Development of the [2012 Budget](#) and Activities of County Staff
  - c. Resolution to Approve Final Design Plans and Authorizing the Ingham County Building Authority to Proceed with Bid Documents for the Ingham County Consolidated [911 Dispatch Center](#) Project
  
8. Board Referrals
  - a. Letter from Lawrence P. Schweitzer, PLC, Attorney at Law Regarding a Release of [Drainage Easement](#) on Property Known as 6347 E. Reynolds, Haslett
  - b. Letter from the Township of Onondaga Planning Commission Regarding a Public Hearing for the Purpose of Taking Public Comment and Written Comment of the Site Plan/Special Use Permit for the [Onondaga Dragstrip](#)

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE

April 5, 2011

Minutes

Members Present: Debbie De Leon, Dale Copedge, Victor Celentino, Don Vickers, Vince Dragonetti and Board Chairperson Grebner

Members Absent: Andy Schor

Others Present: Becky Bennett, Jared Cypher, Tony Lindsey, Lee Hladki, Julie Pingston, Sally Auer, Tom Shewchuk, Dean Sienko, Mark Ferguson, Stacy Byers, Paul Kindel and others

The meeting was called to order by Chairperson De Leon at 7:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the March 15, 2011 Minutes

The March 15, 2011 Minutes were approved as submitted.

Additions to the Agenda

3. Substitute – Resolution Approving 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 the 2011 Purchase of Development Rights Application Cycle
- 10e. Late – Resolution Honoring Francis Acevedo Martinez
- 10f. Late – Resolution Recognizing April 12, 2011 as "Equal Pay" Day in Ingham County
- 10g. Late – Resolution Recognizing April 2011 as Autism Awareness Month in Ingham County

Limited Public Comment

Dallas Henney, Leslie Township, expressed his support of the Agricultural Board and recognizes all the work that they do.

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

2. Community Corrections Advisory Board - Resolution Authorizing a Lease with Peckham, Inc. Pathways Employment Program for Office Space at the Ingham County Grady Porter Building
7. Financial Services Department - Resolution to Authorize a Contract with Tyler Technologies for MUNIS Training
8. Management Information Services Department - Resolution to Approve the Purchase of a Labor Block Support Agreement from Netarx, Inc. for On-Going Technical Support of the Ingham County Network Infrastructure

9. Controller/Administrator's Office - Resolution to Authorize Rehmann Robson to Conduct an Audit of the Ingham County Drain Commission
10. Board of Commissioners
  - b. Resolution Honoring Joe Guenther for His Years of Service as a Member of the Ingham County Road Commission
  - c. Resolution Honoring Tom Mitchell for His Years of Service as a Member of the Ingham County Road Commission
  - e. Resolution Honoring Francis Acevedo Marinez
  - f. Resolution Recognizing April 12, 2011 as "Equal Pay" Day in Ingham County
  - g. Resolution Recognizing April 2011 as Autism Awareness Month in Ingham County

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

1. Presentation - Greater Lansing Convention & Visitors Bureau, Lee Hladki, President/CEO (*No Materials*)

Mr. Hladki introduced Julie Pingston, Senior Vice President of the Greater Lansing Convention & Visitors Bureau (GLCVB) who has been with the Bureau for 18 years.

Mr. Hladki informed the Committee of the new social media application for smart phones which will allow people to be in touch with current events in the community 24/7. Mr. Hladki encouraged those on the Committee with smart phones to download the application (<http://m.lansing.org>).

Ms. Pingston explained the Certified Tourism Ambassador (CTA) Program that serves to increase tourism and provide a positive experience. She stated that the GLCVB is the 13<sup>th</sup> of 14 destinations that have this program, and there are 227 CTA's in the surrounding area. She invited the Commissioners to join a class and to log on to [www.lansing.org](http://www.lansing.org) for more information about GLCVB.

There was a brief discussion of what communities have the greatest percentage of visitors, money generated from hotels, and what communities are covered by the GLCVB. Mr. Hladki will provide Comm. Grebner the percentage of room reservations per community, and stated he could review the 2010 Annual Report online.

Mr. Hladki shared his intent of a new satellite office in East Lansing area to support tourists who are drawn in by MSU and its future Broad Art Museum.

Comm. De Leon asked for more information regarding the Sports Authority. Mr. Hladki explained that the Greater Lansing Sports Authority (GLSA) has grown over the past five years by attracting group businesses. He informed the Committee that the GLSA will host the 2011 Figure Skating Jr. Nationals which is typically held in larger cities. There was a brief discussion on what types of activities the GLSA visitors are interested in.

Mr. Hladki noted the upcoming “Be a Tourist In Your Own Town” and there is still time to sign up for “Over the Edge”.

3. Farmland and Open Space Preservation Board - Resolution Approving 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 the 2011 Purchase of Development Rights Application Cycle
10. Board of Commissioners
  - d. Resolution Establishing Policy and Priorities for the Use of Farmland and Open Space Preservation Funds

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. COPEDEGE, TO APPROVE THE RESOLUTION APPROVING 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 THE 2011 PURCHASE OF DEVELOPMENT RIGHTS APPLICATION CYCLE AND APPROVE THE RESOLUTION ESTABLISHING POLICY AND PRIORITIES FOR THE USE OF FARMLAND AND OPEN SPACE PRESERVATION FUNDS.

Comm. Grebner expressed his concern that the appraised value should not be the basis of an offer to purchase from the County. His concern is that four comparables were used outside of the immediate area, the market condition adjustments were not reflective of the economic downturn because the market had contracted in the past two years, and the final reconciliation between the low and high values were greater than 10%. He suggested a change in the system where an independent source would purchase the parcels.

Ms. Byers stated that by Federal Law the appraisals are required to be completed by a Certified Appraiser, and the appraisals must adhere to USPAP or Yellow Book standards. She explained that the developmental rights are determined by the difference in opinion of value before the land is restricted by the development rights, and after it is restricted. She explained that each appraisal goes through a Federal technical review and the appraisals were approved with changes to be made. Comm. Copedge asked if there could be future adjustments to the value. Ms. Byers stated that once the appraisal is done that is used as a starting place and can be reduced by donation; however, by law the offer can not be higher than the appraised value. She also explained that the conservation easement is recorded and only eminent domain could break the easement. Mr. Kindel stated that the landowner donation is the competitive component. Mr. Cypher stated that the landowner receives a tax reduction based on the Tier II Donation making it a competitive component because there is the tax incentive for the landowner to give. Comm. De Leon asked for clarification that the donation is tax deductible. Ms. Byers replied yes, and further explained that the landowner then needs their own appraisal for the Federal Government.

Comm. Vickers asked when this Resolution needed to be approved by. Mr. Kindel and Ms. Byers stated as soon as possible to submit for this summer there is a 90 day cycle. Comm. Dragonetti asked how long the millage was for. Ms. Byers replied 2018. Comm. Vickers asked if there were environmental studies and surveys required. Ms. Byers replied yes. Comm. Dragonetti suggested a reverse auction. Ms. Byers stated there were examples of that done elsewhere. Mr. Cypher read Section 7 of the ordinance.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO AMEND THE RESOLUTION BY ELIMINATING TIER II.

COMM. VICKERS WITHDREW HIS MOTION. COMM. CELENTINO WITHDREW HIS SUPPORT OF THE MOTION.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DRAGONETTI, TO TABLE AGENDA ITEMS 3 AND 10b.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

There will be a meeting regarding this resolution on Wednesday, April 6, 2011 at 4:00 p.m. at the Human Services Building.

4. Parks & Recreation Commission - Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING A FUND TRANSFER TO THE POTTER PARK ZOOLOGICAL SOCIETY.

Comm. Vickers asked if this is the 2<sup>nd</sup> year money has been appropriated. Mr. Bennett replied the 3<sup>rd</sup> year. Comm. Vickers asked at what point do they let us know what they are going to do. Mr. Bennett stated there is an annual plan presented every year ahead of time identifying what the funds will be used for, such as, advertising. Mr. Bennett further explained invoices are reviewed at the end of each month against the submitted plan. This request is for billboards, electronic billboards and things that affect the overall zoo attendance.

Comm. Copedge asked if there was advertising in the local papers. Comm. De Leon asked that an electronic version of the media plan be sent to the Commissioner's. Mr. Bennett agreed.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

5. Health Department
  - a. Request for an Exemption from the County Hiring Freeze in Order to Post and Fill a 1.0 FTE Communicable Disease Nurse (CDN), Position #601047

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. VICKERS, TO APPROVE THE REQUEST FOR AN EXEMPTION FROM THE COUNTY HIRING FREEZE IN ORDER TO POST AND FILL A 1.0 FTE COMMUNICABLE DISEASE NURSE (CDN), POSITION #601047.

Comm. Vickers stated that he reviewed the information and is now satisfied. Comm. Dragonetti asked if the money is there. Mr. Cypher replied yes.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

- b. Resolution to Authorize the Temporary Reassignment of Some Public Health Service Job Duties and Responsibilities and the Execution of the Related Letter of Understanding

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TEMPORARY REASSIGNMENT OF SOME PUBLIC HEALTH SERVICE JOB DUTIES AND RESPONSIBILITIES AND THE EXECUTION OF THE RELATED LETTER OF UNDERSTANDING.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

6. Facilities Department - Resolution to Authorize a Renewal of the Contract with Teachout Security Services at Various Ingham County Buildings

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AUTHORIZE A RENEWAL OF THE CONTRACT WITH TEACHOUT SECURITY SERVICES AT VARIOUS INGHAM COUNTY BUILDINGS.

Comm. Vickers asked what is currently being paid to this business and will the contract increase as the living wage increases. Mr. Terrill stated that the \$340,000 could increase if the living wage increases. Comm. Vickers stated that he would like to see shorter contracts and more bidding. Comm. Copedge echoed Comm. Vickers. Mr. Terrill informed the Committee that four years ago this was the lowest bid by far. Comm. Celentino recalled in the past there were big problems with other vendors and this vendor has provided a professional staff with wonderful personalities. Comm. Vickers echoed Comm. Celentino. Comm. Dragonetti echoed Comm. Celentino and noted that in the bidding process the low bid can cause problems.

Comm. De Leon asked if there has been a security service assessment to identify areas where less service is needed. Mr. Terrill stated that he has worked with MSU and Local Law Enforcement on the assessment of the facilities and currently it is satisfactory. He noted that he would like to see some enhancement, but to be fiscally responsible it is adequate.

Comm. De Leon stated that the 55th District Court in an effort to reduce costs may be interested in an alternative. She asked what effect that would have on the current contract. Mr. Terrill explained that he has had several discussions with the 30<sup>th</sup> Judicial and 55<sup>th</sup> District Courts and they would like to handle their own security, the caveat being the building is the County's responsibility. Ms. Auer stated that she was approached by the 55<sup>th</sup> District Court asking if they were to hire part-time security with no benefits in order to reduce their costs would that conform to the UAW contract. She stated that there would not be a problem as long as security did not infringe on UAW workers' duties.

Mr. Terrill cautioned that there is more to security than picking up a phone. He explained that currently the security guards receive a good deal of training, and many of them are ex-military, ex-police, and/or have training in criminal justice. Comm. Grebner asked if reducing the security hours would reduce the cost. Mr. Terrill replied yes. Comm. Copedge asked if there was verification of their training. Mr. Terrill stated that there are background checks before they are hired, onsite training with experts, plus there is an orientation and training on the post orders from the County.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

10. Board of Commissioners
  - a. Resolution in Opposition to House Bill 4287 and Senate Bill 165, That Would Prohibit Local Units of Government from Entering Into Project Labor Agreements (*Tabled from the March 15, 2011 County Services Meeting*)

MOVED BY COMM. COPELAGE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION IN OPPOSITION TO HOUSE BILL 4287 AND SENATE BILL 165, THAT WOULD PROHIBIT LOCAL UNITS OF GOVERNMENT FROM ENTERING INTO PROJECT LABOR AGREEMENTS.

MOTION CARRIED with Comms. Vickers and Dragonetti voting “no”. Absent: Comm. Schor

Announcements

Comm. Vickers informed the Committee that there was a fire over a bar in Leslie that had spread into the building to the north and there was some damage to the MSHDA renovated building to the south. He also stated that no firemen were seriously hurt and thanked all the departments who assisted.

Public Comment

Ms. Auer stated that last week she did not succeed in re-election as the chairperson and on May 5<sup>th</sup> the new chairperson will take over. She expressed her appreciation to everyone she worked with and stated it was a pleasure working with the Commissioners. She stated that Mr. Chuck Gray who works in the Health Department was the chairperson about 12 years ago and will be again.

Comm. De Leon stated that it was a pleasure to get to know and work with Ms. Auer.

The meeting adjourned at approximately 8:38 p.m.

Respectfully submitted,

Julie Buckmaster



## **APRIL 19, 2011 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **HIRING FREEZE**

The Controller is recommending approval of the following hiring freeze requests:

1. Circuit Court — Accountant/Child Care Position
2. Animal Control — Animal Control Officer Position

### **ACTION ITEMS**

The Controller is recommending approval of the following action items:

3. Medical Care Facility — *Resolution Authorizing the Addition of a Therapeutic Activities Area, Walkway, and Courtyard to the Ingham County Medical Care Facility's Dementia Unit*

This resolution authorizes the addition of a therapeutic activities area, walkway, and courtyard to the Ingham County Medical Care Facility's (ICMCF) existing dementia unit. This addition would provide and support the delivery of person centered planning and service for residents with dementia at ICMCF. The construction contract is awarded to Moore Trosper, and the resolution authorizes a project labor agreement (PLA). A PLA is required when, in the opinion of staff, a proposed construction project meets the definition of a "Major County Project", which by definition, is a project where the direct labor costs are expected to exceed \$100,000. The construction/general manager – on condition of being awarded the contract – would negotiate in good faith, on the County's behalf, a PLA with the appropriate Labor Organization(s). The decision to use a PLA is based on many factors including reduced cost, reduced risk, enhanced productivity, increased access to construction trades, etc. The cost of the project is expected to be approximately \$1.46 million, and will be funded by the ICMCF's cash depreciation fund. As of March 31, 2011, the facility's cash depreciation fund was at \$11,340,869. Upon completion of the therapy pool, June 30, 2011, there will be approximately \$9,974,003 remaining to fund the dementia unit addition.

- 4(a). Health Department — *Resolution to Authorize an Agreement with Midland County Educational Service Agency to Provide Quality Improvement Services for Childcare Providers*

This resolution authorizes an agreement with the Midland County Educational Service Agency (MCESA) to facilitate quality improvement among childcare providers and now seeks to extend its original contract with the Health Department to provide for these activities. The contract period will be January 31, 2011 through September 30, 2011. MCESA will reimburse the county for up to \$47,600 for staffing to serve as a Quality Improvement Specialist (QIS), and up to \$600 for cell phone and computer expenses. Additionally, mileage costs will be reimbursed at the standard governmental rate. MCESA will also provide funding in the amount of \$56,844.90 to purchase educational materials and supplies for childcare providers who engage in individual quality improvement plans/activities. In addition, an existing Early Childhood Consultant in the Office for Young Children is authorized to increase from .5FTE to 1.0FTE. No County general funds will be expended in changing the position from .5FTE to 1.0FTE, rather this adjustment results in converting 100% of the salary costs of this position from general funds to grant funds.

- 4(b). Health Department — *Resolution to Authorize the Transition of a Medical Technologist Position from Temporary Special Part Time to Permanent Part Time (.5 FTE).*

The Michigan Department of Community Health has requested that the ICHD designate a permanent employee who will be dedicated to ensuring that the ICHD performs all laboratory activities in accordance with Clinical Laboratory Improvement Amendments regulations in order to maintain its certification and remain in good

standing. The increased cost for this conversion is \$27,480. The ICHD proposes to cover this increase within their budget by eliminating a vacant part time Community Health Representative position. The unions involved are supportive of the changes. Please refer to Dr. Sienko's memorandum for additional information.

7(a). Controller/Administrator's Office – *Resolution Authorizing Adjustments to the 2011 Ingham County Budget*

This resolution would authorize the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2011. The total increase to the General Fund is \$57,425 (see attached memo for details).

7(b). Controller/Administrator's Office – *Resolution Establishing Priorities to Guide the Development of the 2012 Budget and Activities of County Staff*

This resolution would authorize areas of priority to guide the 2012 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority and departmental perspectives regarding areas of importance for 2012.

There are two versions of the proposed resolution included in your agenda packet. One version in which proposed changes from the 2011 resolution establishing areas of priority emphasis are indicated through bolded and struck-out language, and a "clean" version. The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2012, and will be used to guide the development of the Controller/Administrator's Recommended Budget.

It is necessary for the Board of Commissioners to take action on this item to remain on schedule with the budget calendar authorized by Resolution #11-070.

7(c). Controller/Administrator's Office – *Resolution to Approve Final Design Plans and Authorizing the Ingham County Building Authority to Proceed with Bid Documents for the Ingham County Consolidated 911 Dispatch Center Project*

This resolution would authorize approval of the final design plans as presented previously in the Law Enforcement April 14 meeting for the Ingham County Consolidated 911 Dispatch Center Project. The final design plans are recommended by the Ingham County Building Authority and approval by the Board of Commissioners authorizes the Building Authority to proceed to prepare and release final bid documents.

## **OTHER ACTION ITEMS**

6(a). Board of Commissioners — Step Increase Controller/Administrator  
Please see attached memorandum from Board Coordinator, Becky Bennett.

6(b). Board of Commissioners — *Resolution Establishing Policy and Priorities for the Use of Farmland and Open Space Preservation Funds and to Adopt an Ordinance Amending the Ingham County Farmland Purchase of Development Rights Ordinance.*

This resolution amends the Ingham County Farmland Purchase of Development Rights Ordinance to allow for the Board of Commissioners or their designee to carry out a competitive process for arriving at the purchase price of the conservation easement and negotiating a purchase price, and appoints the Purchasing Department as the Board's designee. This responsibility currently lies with the Farmland and Open Space Preservation Board. In addition, the resolution authorizes a formula based method for arriving at a fair representation of the value of the preservation rights for applicant parcels, and directs the Purchasing Department to work with the Farmland and Open Space Preservation Board to ensure that there are a sufficient number of applicants for each cycle.

6(c). Board of Commissioners — *Resolution in Honor of the 2011 State Arbor Day Celebration.*

6(d). Board of Commissioners — *Resolution Honoring Patricia Betz.*

# MEMORANDUM

TO: County Services Committee

FROM: Maureen Winslow

DATE: March 30, 2011

RE: **Suspension of Hiring Freeze and Hiring Delay for Accountant/Child Care Position**

The Family Division has received a notice of intent to retire from the employee in the Accountant/Child Care position effective May 31, 2011. It is essential to the operations of the Family Division of the Circuit Court, as well as Ingham County, that the hiring freeze and the hiring delay be lifted to fill this position as quickly as possible.

The person in the Accountant/Child Care position is responsible for monitoring and balancing the Juvenile Division's general ledger accounts within the County General Fund, Child Care Fund, Juvenile Justice Millage and Trust and Agency funds. He or she analyzes the various accounts and prepares the monthly financial statement for the reimbursement of the Child Care Fund. State Child Care Fund reporting requirements are complex, and the Juvenile Division receives in excess of \$4 million annually through proper reporting.

Many times, the person in this position finds additional revenue by closely examining state and other financial documents for accuracy and provides other recommendations to spread costs in order to gain the most benefit from the state's reimbursement requirements. For example, the Accountant reviews the monthly charge report where the State charges the County for its share of out of home placement costs of youth. Overcharges are found almost every month which result in requests for reimbursement from the State.

In addition, the Accountant prepares the budget for the Child Care Fund reimbursement for the State, making sure that we follow State requirements and maximize our allowable reimbursement. The accountant ensures that all costs billed to the state for reimbursement are properly documented so that no costs are questioned during the Child care Fund review performed annually by the State.

This position was reclassified from a full time position to a half time position due to budget reductions at the start of 2010. To be without someone acting in this role for any period of time will cause a hardship with potential for financial catastrophes.

The Accountant/Child Care position is funded with General Fund dollars, reimbursed by the State's Child Care Fund by 14%. The Family Division understands the financial position of the county and respects the need to look at all positions in the budgetary process. This part time position is one that must be filled, with little or no vacancy time, in order for the Juvenile Division to stay fiscally constant.

## Agenda Item 2

TO: County Services Committee

FROM: Jamie McAloon Lampman, Director Animal Control

CC: Mary Lannoye County Controller  
John Neilsen, Deputy Controller

DATE: April 12, 2011

RE: Request to waive the hiring freeze and delay of an Animal Control Officer Position

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I am requesting a waiver to the freeze and delay of a full-time position hiring at ICAC for an animal control officer.

Effective May 13<sup>th</sup>, 2011 there will be an animal control officer position vacant as a result of a retirement. In addition to that vacancy, ICAC has another officer position vacant due to FMLA and it is uncertain if and when that officer will be returning. This shortage comes during the busiest time of year for this department and does create a severe hardship.

This position was not slated to be cut in 2011 and funds are available in the General fund. ICAC is requesting to fill the animal control officer position immediately.

ICAC's road officer level is at a critical point. This vacancy will have a seriously negative impact on the service responses in the field and citizen safety. It is for this reason I am asking for your consideration. This ACO does respond to priority complaints such as police-assist, dog bites, licensing revenue, rabies quarantines and animal cruelty. This position is an essential function to ICAC.

The minimum total personnel costs (salary and fringes) to maximum personnel costs cost for the FT Animal Shelter Operator range from \$60,955 including fringe benefits to total maximum cost is \$72,252 including fringe benefits. ICAC is planning on replacing this position at the minimum cost for 2011. This position is fully funded by the General Fund.

ICAC is one of the busiest shelters in Michigan. Six officers respond to over 7000 complaints annually. Road officers work six days per week.

### **SERVICE IMPACTS**

- Inability to maintain the current level of service hours.
- Increase in nuisance complaints-many of which are predominantly complaints directly related to dogs that are unaltered and unlicensed.
- Reduced response time to citizens
- Decline in the quality of care and services provided to animals and citizens
- Decline of effectiveness of staff
- Inability to enforce the licensing of dogs will lead to an increase in unaltered dogs that are a significant percentage of the service calls and resources used by animal control.

- A reduction in licensed dogs does impact the ability of ICAC to reunite dogs with their owners as they have no identification. A licensed dog is often returned by ACO's to their home whenever possible rather than brought to the shelter.
- Threat to the safety and health of the staff; the public and the animals due to overwhelming work loads and associated stress.
- Increase in customer complaints
- Increase in animal euthanasia
- Loss of community support

## Agenda Item 3

DATE: April 18, 2011

TO: Human Services, County Services, and Finance Committees

FROM: Mark Stevens, Administrator

SUBJECT: ICMCF Dementia Unit Addition - Therapeutic Activities' Area, Walkway,  
and Courtyard

The Department of Human Services Board has approved the addition of a therapeutic activities' area, walkway, and courtyard to ICMCF's dementia unit (please see page 3). On February 23<sup>rd</sup>, 24<sup>th</sup>, March 2<sup>nd</sup> and March 3<sup>rd</sup>, a 'Request for Proposals' was placed in the Lansing State Journal and consequently Moore Trosper Construction Company from Holt, Michigan was awarded the contract.

### BACKGROUND

Ingham County Medical Care Facility desires to provide additional space for its dementia unit to meet the needs and expectations of persons residing in ICMCF who are struggling with dementia. Residents with dementia need assistance in dealing with:

- Significant confusion and agitation
- Wandering and elopement
- Social withdrawal
- Lack of initiative
- Challenging behaviors and behavior management
- Altercations with other residents
- Risks for falls
- Decreased appetite and weight loss
- Altered sleep cycles.

A recently completed analysis of the facility's operations concluded that ICMCF could do more to assist residents with dementia by enhancing the facility's physical plant. The addition of a therapeutic activities' area, walkway, and courtyard to ICMCF's existing dementia unit would provide and support the delivery of person centered planning and service for residents with dementia at ICMCF. The addition of a therapeutic activities' area, walkway, and courtyard will assist residents with dementia by:

- Creating an environment that feels comfortable and familiar, as a home would, rather than an institutional setting. The environment would be less about physical structures and more about the feeling inspired by the quality of the environment.
- Providing easy, safe, and secure access to the outdoors while maintaining control over unauthorized exiting. Residents who have elopement behaviors need opportunities for safe wandering.
- Providing freedom of movement for the residents to common areas and to their personal spaces.
- Creating indoor and outdoor pathways which are free of obstructions and have interesting, safe places to explore and comfortable places to rest along the way.

- Creating activity zones with recreational opportunities, such as multi-sensory theme boxes, that residents can explore with staff encouragement.
- Creating a low-stimulus setting for periodic rest breaks, playing music or nature sounds that calm the person who wanders.
- Providing cues to help residents who wander orient themselves to the residence.
- Eliminating non-emergency paging-system announcements and other institutional features that make the residence feel foreign or different from one's home.
- Improving resident functioning by minimizing distractions that can frighten or confuse residents, while maximizing environmental factors that promote independence.

### FINANCIAL CONSIDERATIONS

Construction costs are estimated to be \$1,460,000 for the therapeutic activities' area, walkway, and enclosed courtyard.

Utility cost/upkeep is estimated at \$5,250 per year.

ICMCF would receive approximately \$38,500 in additional State revenue each year as a result of construction costs, utility costs, and the additional square footage of the physical plant.

The Foundation Board has expressed an interest in raising funds for this project and I believe the Board would approve funding for furniture and sensory stimulation equipment.

As of March 31, 2011 the facility's cash depreciation fund was at \$11,340,869. Upon completion of the therapy pool, June 30, 2011, there will be approximately \$9,974,003 remaining to fund the dementia unit addition. In the past this fund has paid for building a 32 bed rehab unit, a rehabilitation gym, and the therapy pool.

### RESOLUTION

The Medical Care Facility is requesting support of the Human Services Committee for the addition of a therapeutic activities' area, walkway, and courtyard for ICMCF's dementia unit.

ICMCF Dementia Unit Addition





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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ADDITION OF A THERAPEUTIC ACTIVITIES AREA,  
WALKWAY, AND COURTYARD TO THE INGHAM COUNTY MEDICAL CARE FACILITY'S  
DEMENTIA UNIT**

WHEREAS, the Ingham County Medical Care Facility (ICMCF) desires to provide additional space for its dementia unit to meet the needs and expectations of persons residing in ICMCF who are struggling with dementia; and

WHEREAS, the addition of a therapeutic activities' area, walkway, and courtyard to ICMCF's existing dementia unit would provide and support the delivery of person centered planning and service for residents with dementia at ICMCF; and

WHEREAS, the Ingham County Department of Human Services Board is requesting that the Ingham County Board of Commissioners authorize the addition of a therapeutic activities area, walkway, and courtyard to the Ingham County Medical Care Facility's Dementia Unit; and

WHEREAS, the proposed additions will be constructed at a cost of \$1,460,000; and

WHEREAS, cost of the project will be paid from the Medical Care Facility Depreciation Fund, which has a current balance of \$11,340,869.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Human Services Board to implement the proposed addition of a therapeutic activities area, walkway, and courtyard to the Ingham County Medical Care Facility's Dementia Unit, at a cost not to exceed \$1,500,000, to be paid from the Medical Care Facility Depreciation Fund.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Project Labor Agreement for the addition of a therapeutic activities area, walkway, and courtyard to the Ingham County Medical Care Facility's Dementia Unit based upon the criteria in the Ingham County Project Labor Agreement Policy and in Section 2(e) of the policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby conditions the award of a contract to Moore Trosper as the method to negotiate a Project Labor Agreement for the additions to the Dementia Unit at the Medical Care Facility based upon the criteria in the Ingham County Project Labor Agreement Policy and in Section 2(e) of the policy.

BE IT FURTHER RESOLVED, that the project will be conducted in accordance with the Ingham County Policies regarding the payment of Prevailing Wages and adherence to Equal Opportunity/Non-Discrimination Policies as provided by Resolutions #02-263, #02-283, #03-71, #03-183, and #04-219.

**MEMORANDUM**

TO: Human Services Committee  
County Services Committee  
Finance Committee

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

DATE: April 7, 2011

RE: Authorization for an Agreement with Midland County Educational Service Agency to Provide Quality Improvement Services for Childcare Providers and The Purchase of Educational Materials and Supplies.

In Resolution #11-022, the Board of Commissioners authorized a contract between Midland County Educational Service Agency (MCESA) and the Health Department for the development and implementation of the Great Start Central Region Child Care Quality Implementation Plan. The work is funded by a Great Start Collaborative grant that MCESA has received from the Early Childhood Investment Corporation (ECIC).

MCESA has recently received additional funding from ECIC to facilitate quality improvement among childcare providers and now seeks to extend its original contract with the Health Department to provide for these activities. The contract period will be January 31, 2011 through September 30, 2011.

MCESA will reimburse the county for up to a \$47,600 for staffing to serve as a Quality Improvement Specialist (QIS), and up to \$600 for cell phone and computer expenses. Additionally, mileage costs will be reimbursed at the standard governmental rate. MCESA will also provide funding in the amount of \$56,844.90 to purchase educational materials and supplies for childcare providers who engage in individual quality improvement plans/activities.

The QIS must have a working knowledge of state licensing regulations and standards, the professional development system, and research and best practices related to quality improvement. The QIS will participate in peer meetings with ECIC's Quality Improvement Project Manager as well as quarterly technical assistance meetings. Rather than utilizing these funds to hire an additional staff person to serve in this role, I propose that this responsibility be assigned to an existing staff member.

Ms. Robin Zeiter, an Early Childhood Consultant in the Office for Young Children, meets all of the requirements specified by MCESA and ECIC for the Quality Improvement Specialist, and has the approval of the funding organizations. Only one other current staff person in OYC has the qualifications for the QIS work, and that person did not ask to be considered for it.

Ms. Zeiter currently occupies a .5FTE position (#60116) that is funded by a combination of county general funds and grant funds from Great Start. Since the agreement explicitly requires and funds a 1.0FTE for the Quality Improvement Specialist, it is necessary to change the position to full-time. In order to facilitate this change in responsibility, existing position duties will be reassigned to other staff.

We are seeking authorization to increase Position #60116, currently occupied by Robin Zeiter, to full-time status for the period January 31, 2011 through September 30, 2011. The entire cost of the full-time position at Ms. Zeiter's rate of pay (\$31.98 per hour, including fringe benefits) for the specified time period (17 pay periods) is \$43,493, which falls well below the reimbursement cap. No County general funds will be expended in changing the position from .5FTE to 1.0FTE, rather this adjustments results in converting 100% of the salary costs of this position from general funds to grant funds. We expect this grant to renew annually, based upon funding availability.

I recommend that the contract with MCESA be approved and that Position #60116 be increased temporarily (January 31, 2011 through September 30, 2011) from .5FTE to 1.0FTE to fulfill the requirements of the MCESA contract.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MIDLAND COUNTY EDUCATIONAL SERVICE AGENCY TO PROVIDE QUALITY IMPROVEMENT SERVICES FOR CHILDCARE PROVIDERS**

WHEREAS, Resolution #11-022 authorized a contract between Midland County Educational Service Agency (MCESA) and the Health Department to develop and implement the Great Start Central Region Child Care Quality Implementation Plan with grant funds from the Early Childhood Investment Corporation (ECIC); and

WHEREAS, MCESA has received an additional grant from ECIC to facilitate quality improvement amongst childcare providers and to fund a Quality Improvement Specialist; and

WHEREAS, MCESA wishes to contract with the County to enable Ingham County Health Department to provide a Quality Improvement Specialist (QIS) to complete the work; and

WHEREAS, the Health Department can fulfill the requirements of the proposed contract by assigning an Early Childhood Consultant in the Office for Young Children to the project; and

WHEREAS, MCESA will reimburse the county for up to a \$48,200 for staff time, cell phone and computer expenses, and also will reimburse mileage costs associated with the position; and

WHEREAS, MCESA will also reimburse the county an additional \$56,844.90 to purchase educational materials and supplies for childcare providers who engage in individual quality improvement plans; and

WHEREAS, the period of the agreement will be January 31, 2011 through September 30, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Midland County Educational Service Agency for up to \$48,200, plus mileage cost reimbursement for salary of the Quality Improvement Specialist, and for \$56,844.90 to purchase educational materials and supplies.

BE IT FURTHER RESOLVED, that the contract period shall be from January 31, 2011 through September 30, 2011.

BE IT FURTHER RESOLVED, that Position #60116 will be increased from .5FTE to 1.0FTE for the time period of January 31, 2011 through September 30, 2011 to fulfill the requirements of the contract.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's FY2011 budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the agreement after it is approved as to form by the County Attorney.

MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

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

Date: April 12, 2011

Subject: Recommendation to Convert a Temporary Special Part Time Medical Technologist Position to a Permanent Part Time (.5 FTE) Position

This is a recommendation to transition the current temporary special part time Medical Technologist position to a permanent part time (.5 FTE) position.

The Centers for Medicare & Medicaid Services (CMS) regulates all laboratory testing (except research) performed on humans in the U.S. through the Clinical Laboratory Improvement Amendments (CLIA). The objective of the CLIA program is to ensure quality laboratory testing. CLIA certification also allows the Ingham County Health Department (ICHHD) to bill for Medicaid and Medicare services. ICHHD receives its CLIA certification from the Michigan Department of Community Health (MDCH) and the Health Financing Administration (HCFA).

As you may recall, last year the ICHHD was found to be out of compliance with its CLIA certification. In order to come into compliance, the ICHHD dedicated a temporary special part time Medical Technologist position (No. 601802) to perform proficiency testing. The Medical Technologist has worked diligently in order to bring the ICHHD into compliance. MDCH has requested that the ICHHD designate a permanent employee who will be dedicated to ensuring that the ICHHD performs all laboratory activities in accordance with CLIA regulations in order to maintain its certification and remain in good standing. In order to continue to maintain compliance with CLIA and to continue to bill for millions of dollars of from Medicaid and Medicare, the ICHHD would like to convert the current temporary special part time Medical Technologist position to a permanent part time (.5 FTE) position.

The cost of converting the temporary special part time Medical Technologist to a permanent part time (.5 FTE) Medical Technologist is \$44, 275 (Calculated at Step 5). The current ICHHD budget is \$17, 245 for this position. In order to fund this position, the ICHHD proposes to eliminate a vacant part time Community Health Representative II (CHR II) position (UAW Grade D, No. 601394) and combine it with the existing funded temporary special part time Medical Technologist position. The CHR II position was budgeted within the FY 11 budget at \$28,639. These funds will be used to offset the cost of moving the Medical Technologist position from special part time to permanent part time. This move will save Ingham County \$1,609.

ICHHD administrative staff has discussed the transition with the unions involved. The UAW Chairperson approves the elimination of this UAW position. The ICEA Professional's Union President also supports this transition.

Attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE TRANSITION OF A MEDICAL TECHNOLOGIST POSITION FROM TEMPORARY SPECIAL PART TIME TO PERMANENT PART TIME (.5 FTE)**

WHEREAS, the Centers for Medicare & Medicaid Services (CMS) regulates all laboratory testing (except research) performed on humans in the U.S. through the Clinical Laboratory Improvement Amendments (CLIA); and

WHEREAS, the objective of the CLIA program is to ensure quality laboratory testing; and

WHEREAS, the Ingham County Health Department (ICHD) receives its CLIA certification from the Michigan Department of Community Health (MDCH) and the Health Financing Administration (HCFA); and

WHEREAS, CLIA certification allows the ICHD to bill for Medicaid and Medicare services, which contributes millions of dollars to its operations; and

WHEREAS, MDCH has requested that the ICHD designate a permanent employee who will be dedicated to ensuring that the ICHD performs all laboratory activities in accordance with CLIA regulations in order to maintain its certification; and

WHEREAS, currently, the ICHD employs a Medical Technologist in a temporary special part time status to perform these functions; and

WHEREAS, in order to maintain compliance with CLIA, and at the request of MDCH, the ICHD would like to transition the current temporary special part time Medical Technologist position to a permanent part time (.5 FTE) Medical Technologist position; and

WHEREAS, this position will be funded by eliminating a vacant Community Health Representative II (UAW Grade D, No. 601394) position; and

WHEREAS, the Health Officer recommends the transition of the Medical Technologist position from temporary special part time to permanent part time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transition of the Medical Technologist position from temporary special part time to a permanent part time (.5 FTE) position effective the first full pay period after approval of this resolution by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Board of Commissioners eliminates a vacant Community Health Representative II position as described above.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay provisions are hereby waived for this position.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Controller/Administrator to amend the 2011 Position Allocation List and to make the necessary adjustments in the 2011 Budget of the Health Department.

MEMORANDUM

To: County Services and Finance Committees  
From: Jim Hudgins, Purchasing Director  
Date: April 6, 2011  
Subject: Surplus

This is to inform you that the Purchasing Department recently disposed of 14 surplus vehicles through an advertised, sealed bid process for a total of \$53,410. These vehicles were no longer needed due to age and/or poor mechanical condition. 42 sealed bids were received and awards were made to the highest bidder. The list of vehicles by department included:

Sheriff's Office

1. 2004 Pontiac Bonneville, 108,629 miles
2. 2003 Pontiac Grand Prix, 123,872 miles
3. 2005 Chevrolet Tahoe, 158,723 miles
4. 1999 Chevrolet Tahoe, 88,027 miles
5. 2006 Chevrolet Impala, 128,513 miles
6. 2007 Chevrolet Impala, 87,250 miles
7. 2007 Chevrolet Impala, 137,014 miles
8. 2007 Chevrolet Impala, 148,955 miles
9. 2007 Chevrolet Impala, 82,521 miles
10. 2006 Chevrolet Impala, 112,358 miles
11. 2007 Chevrolet Impala, 105,638 miles

Facilities Department

12. 1990 Chevrolet 2500 4x4, 65,637 miles
13. 1997 Ford F-250 4x4, 54,492 miles

Friend of the Court

14. 2006 Chevrolet Tahoe, 115,330 miles

Proceeds from the sale for the Sheriff's Office and Facilities Department's vehicles were deposited in account #664 80000 673000, Sale of Fixed Accounts. Proceed from the sale of the FOC vehicle was deposited in account #215 14200 646000, Scrap and Salvage Sales.

April 7, 2011

TO: County Services Committee

FROM: Becky Bennett  
Board Coordinator

RE: Step Increase for Controller/Administrator

Ingham County employees, with the approval of their supervisors, routinely receive step increases on their anniversary date with the County until they reach the last step of their classification, usually step 5. In accordance with the Managerial and Confidential Employee Personnel Manual, step increases for those positions which report directly to the Board of Commissioners must be approved by the appropriate Liaison Committee.

Mary Lannoye is eligible for a step increase effective May 17, 2011. She is currently at Step 3, \$127,603 on the MCF-19 scale and upon your approval will be moved to Step 4, \$133,561. This change will take effect May 21, 2011.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING POLICY AND PRIORITIES FOR THE USE  
OF FARMLAND AND OPEN SPACE PRESERVATION FUNDS AND TO ADOPT AN  
ORDINANCE AMENDING THE INGHAM COUNTY FARMLAND PURCHASE OF  
DEVELOPMENT RIGHTS ORDINANCE**

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

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify property for possible inclusion in the program, to rank the proposals received according to established criteria, and to select development rights for purchase which requires approval by the Board of Commissioners; and

WHEREAS, Ingham County owes a primary duty as fiduciary, in disbursing Agricultural Preservation funds, to the taxpayers and citizens of the County, to ensure the funds are used as efficiently as possible, and to obtain the greatest value at the least cost; and

WHEREAS, the Ingham County Board of Commissioners wishes to clarify the responsibilities of the Farmland and Open Space Board and Purchasing Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Farmland and Open Space Board is directed to revise its procedures to facilitate a formula based approach for making offers to potential sellers; and

BE IT FURTHER RESOLVED, that the Farmland and Open Space Board shall seek expressions of interest from a sufficient number of owners each year, at the discretion of the Purchasing Department staff.

BE IT FURTHER RESOLVED, that the Farmland and Open Space Board shall rate each offered parcel or group of parcels in such a way that their rating, when multiplied by the acreage, shall be a fair representation of the value of the preservation rights to the citizens of the County.

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

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

BE IT FURTHER RESOLVED, that the Purchasing Department shall be the Board of Commissioners' designee under the Farmland Purchase of Development Rights Ordinances responsible for establishing and carrying out a competitive process for arriving at the purchase price of the conservation easement, and negotiating a purchase price.

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**ORDINANCE AMENDING THE INGHAM COUNTY FARMLAND PURCHASE OF  
DEVELOPMENT RIGHTS ORDINANCE**

**ORDINANCE NO. \_\_\_\_\_**

An Ordinance to amend the Ingham County Farmland Purchase of Development Rights Ordinance to reflect that the County Board of Commissioners or its designee shall be responsible for negotiating the price for the purchase of development rights and the placement of an agricultural conservation easement.

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

**Section 1. Amendment.** Section 4.C.vi. of the Ingham County Farmland Purchase of Development Rights Ordinance, which reflects the responsibilities of the Farmland and Open Space Preservation Board to establish the price to be offered and authorizing negotiations for the purchase of development rights and placement of an agricultural conservation easement, is deleted, and Section 4.C.vii shall be renumbered as Section 4.C.vi.

**Section 2. Amendment.** Sections 7. H., I. and J. of the Ingham County Farmland Purchase of Development Rights Ordinance are amended by changing the responsibility for the negotiation and establishment of a purchase price from the Ingham County Farmland and Open Space Preservation Board to the Ingham County Board of Commissioners, or its designee, to read as follows:

H. The ranking of applications shall be submitted to the Ingham County Board of Commissioners for their approval. Based on this approval, the Ingham County Board of Commissioners, or its designee, shall proceed to negotiate the purchase of development rights and the placement of agricultural conservation easements.

I. Agricultural value shall be based upon a price established by the Ingham County Board of Commissioners, or its designee, using a state certified appraiser or a points-based appraisal method established in Section 10.

J. Upon mutual agreement to the terms of the purchase by the property owner and the Ingham County Board of Commissioners or its designee, but before the approval of the Ingham County Board of Commissioners, a title search shall be completed before signing and recording of the agricultural conservation easement. Any questions or concerns regarding clear title to the property shall be resolved prior to signing of the agricultural conservation easement. All individuals, parties or entities with an interest in the property must be willing to agree to the terms and provisions of the agricultural conservation easement.

**Section 3. Amendment.** Section 10. C. of the Ingham County Farmland Purchase of Development Rights Ordinance is amended by changing the responsibility for approving the price to be offered and paid for the purchase of development rights and the placement of an agricultural conservation easement, and to renegotiate the initial offer, from the Ingham County Farmland and Open Space Preservation Board to the Ingham County Board of Commissioners, or its designee, to read as follows:

C. The Ingham County Board of Commissioners, or its designee, shall approve the price to be offered and paid for the purchase of development rights and the placement of an agricultural conservation easement. If the property owner obtains an independent appraisal, the Ingham County Board of Commissioners, or its designee, may elect to renegotiate the initial offer based on qualified circumstances. All purchases of development rights must be approved by the Ingham County Board of Commissioners

**Section 4. Repeal.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed

**Section 5. 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 6. Effective Date.** This Ordinance Amending the Ingham County Farmland Purchase of Development Rights Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

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

\_\_\_\_\_.

\_\_\_\_\_  
Mike Bryanton, Ingham County Clerk

Ingham County Board of Commissioners

\_\_\_\_\_  
Mark Grebner, Chairperson

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION IN HONOR OF THE 2011 STATE ARBOR DAY CELEBRATION**

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wish to recognize the outstanding efforts of all involved with the success of Arbor Day including the Michigan Arbor Day Alliance, Michigan Forestry and Park Association, the Michigan Department of Natural Resources Forest, Mineral and Fire Management Division, City of Lansing's Parks & Recreation and Forestry Division, and Ingham County Parks Department; and

WHEREAS, the 2011 State Arbor Day Celebration will take place Friday, April 29, 2011 from 10 am to 2 pm at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2011 State Arbor Day Celebration.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING PATRICIA BETZ**

WHEREAS, Pat Betz began her career with Ingham County in 1976, working alternately between the Shelter Home and Juvenile Home for 4 years; and

WHEREAS, in November 1997, she returned as a shared-time Clerk/Receptionist for the Ingham County Probate Court, currently known as Circuit Court, Family Division; and

WHEREAS, in 2002, her title was changed to Court Information Clerk; and

WHEREAS, Pat not only brought to the Court her dedication and commitment to serve the public but also a strong work ethic, never stopping until she had the answer; and

WHEREAS, Pat has enriched the lives of so many people through her soft spoken words, empathic listening, kindness, and generosity; and

WHEREAS, Pat believed that all families deserve fair and equal treatment; and

WHEREAS, Pat utilized her cheerful and positive spirit to improve the office morale of her coworkers through consistent “Good Mornings” and her heartfelt “You Rocks”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Pat Betz for her many years of dedicated service to the County of Ingham and for the contributions she has made to the Circuit Court, Family Division.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AWARDING GLADYS BECKWITH WITH THE 2011 INGHAM COUNTY  
WOMEN'S COMMISSION LUCILE E. BELEN AWARD**

WHEREAS, Gladys Beckwith became known as a visionary who dedicated her life to advancing public understanding of the role of Michigan women in the development of society; and

WHEREAS, following a BA in English, a Masters Degree in English, and a PhD in Education, all at Michigan State University, Gladys joined the faculty of the Department of American Thought and Language in 1967 and retired in 1999; and WHEREAS, in 1973, she and a small group of colleagues formed the Michigan Women's Studies Association which was the first of its kind in the nation, its mission was to bring more visibility to the role of women in history and to encourage the development of women's studies at all Michigan colleges and universities; and

WHEREAS, even before the Center opened, inductions began in 1983, included in the first group were Sojourner Truth—a former slave, abolitionist, preacher, women's rights advocate—and Martha Griffiths, the first woman to serve as lieutenant governor in Michigan, more than 250 honorees have been inducted since that time; and

WHEREAS, Gladys has been recognized as a pioneer in the field of women's studies and women's history in our state and in our nation; and

WHEREAS, she served as an unpaid Executive Director of the Michigan Women's Historical Center & Hall of Fame until 2008 when the first paid Director was hired; and

WHEREAS, Gladys retired June 30, 2010 as the President of the Michigan Women's Studies Association after 37 years; and

WHEREAS, Gladys Beckwith was nominated as the recipient of the Ingham County Women's Commission 2011 Lucile E. Belen Award.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners and the Ingham County Women's Commission applaud Gladys Beckwith for her contributions in retrieving the history of Michigan women and hereby award her with the Ingham County Women's Commission 2011 Lucile E. Belen Award.

BE IT FURTHER RESOLVED, that the Board of Commissioners and the Women's Commission applaud Gladys for her commitment to impact and change what is thought and taught about Michigan women.

MEMORANDUM

April 8, 2011

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: First Quarter 2011 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2011. The total increase to the General Fund is \$57,425.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2010. Some of the larger projects carried over from the 2010 budget include \$173,010 for the Jail communication control system, \$78,137 for painting stone at the Mason Courthouse, \$138,799 for the Courtroom Technology project and \$200,000 for the Health Department's electronic medical records system. Only \$47,600 of the capital budget carryover funds are in the general fund, with the remainder reserved within the funds where the projects are budgeted.

Most of the remaining funds for the Parks trail projects (totaling over \$2.6 million) are also carried over, as well as several capital projects within the Potter Park/Zoo millage fund. This resolution approves the carry forward of funding for these projects only. Contracts to implement these projects will need additional approval by the Board of Commissioners.

Another large adjustment is a \$1.6 million increase in the Health Department. This is to account for the book value of vaccine provided to the county by the Michigan Department of Public Health for children's immunizations. This is not an actual increase in revenues and expenditures.

Contingency funding of \$14,216 is proposed to be used for the county's required contribution to MERS for the Capital Area District Library employees who were formerly employees of Ingham County. The adopted budget included \$16,000 for this purpose, consistent with previous years' contributions. However, the actual required 2011 contribution will be \$30,216. Also proposed to be transferred from the contingency fund is \$6,860 for attorney fees in the Circuit Court for legal representation as authorized by Resolution #10-392.

Also, included is an update of contingency fund spending so far this year. If the attached resolution is approved as proposed, the contingency amount will be \$407,022. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$431,431.

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

**2011 CONTINGENCY**

Adopted Contingency Amount	\$431,431
R10-356: Contract for Cost Allocation Software Development	(11,000)
R10-364: Unallocated Community Agency Funding	7,667
Proposed 1 <sup>st</sup> Quarter Adjustment	(21,076)
<b>Current Contingency Amount</b>	<b>\$407,022</b>



Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2011 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2011 Budget on October 26, 2010 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2011 BUDGET</u> <u>4/01/11</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$73,248,381	\$57,425	\$73,305,806
208	Parks	1,749,138	5,700	1,754,838
215	Friend of the Court	4,975,072	923	4,975,995
221	Health	41,922,740	1,647,600	43,570,340
230	Hotel/Motel	1,800,000	942	1,800,942
245	Public Improvements	1,183,122	464,186	1,647,308
256	ROD Automation	478,865	12,716	491,581
258	Potter Park/Zoo	3,515,728	1,272,775	4,788,503
267	Community Corrections	433,926	10,000	443,926
450	Parks Capital	0	2,711,551	2,711,551
508	Parks Enterprise	396,971	18,177	415,148
561	Fair	826,607	942	827,549
631	Building Authority Operating	3,557,193	83,222	3,640,415
664	Mach. & Equip. Revolving	470,919	793,608	1,264,527

## GENERAL FUND REVENUES

	2011 Budget – <u>4/01/11</u>	Proposed <u>Changes</u>	2011 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	42,854,424		42,854,424
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
Transfer from Rev. Sh. Res. Fund	5,180,645		5,180,645
State Revenue Sharing	911,329		911,329
Convention/Tourism Tax - Liquor	1,561,077		1,561,077
Health and Safety Fund	9,754		9,754
Use of Fund Balance	1,000,000	56,837	1,056,837
<b>Department Generated Revenue</b>			
Animal Control	597,460		597,460
Circuit Court - Family Division	556,092		556,092
Circuit Court - Friend of the Court	543,238		543,238
Circuit Crt - General Trial	2,222,915		2,222,915
Controller	3,170		3,170
Cooperative Extension	35,000		35,000
County Clerk	715,450		715,450
District Court	2,472,988		2,472,988
Drain Commissioner/Drain Tax	364,400		364,400
Economic Development	314,800		314,800
Elections	37,150		37,150
Emergency Operations	120,582		120,582
Equalization /Tax Mapping	50,100		50,100

Facilities	147,623		147,623
Human Resources	38,686		38,686
Probate Court	277,178		277,178
Prosecuting Attorney	657,416	588	658,004
Register of Deeds	1,545,567		1,545,567
Remonumentation Grant	85,000		85,000
Sheriff	5,306,352		5,306,352
Treasurer	5,283,865		5,283,865
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	360,380		360,380
<b>Total General Fund Revenues</b>	<b>73,248,381</b>	<b>57,425</b>	<b>73,305,806</b>

#### GENERAL FUND EXPENDITURES

	2011 Budget - <u>4/01/11</u>	Proposed <u>Changes</u>	2011 Proposed <u>Budget</u>
Board of Commissioners	581,148		581,148
Circuit Court - General Trial	7,674,982	6,860	7,814,842
District Court	2,304,475		2,304,475
Circuit Court - Friend of the Court	1,237,959		1,237,959
Jury Board	1,209		1,209
Probate Court	1,387,956		1,387,956
Circuit Court - Family Division	5,068,756		5,068,756
Jury Selection	94,669		94,669
Elections	289,135		289,135
Financial Services	663,328	14,216	677,544
County Attorney	412,220		412,220
County Clerk	616,089		616,089
Controller	813,159		813,159
Equalization/Tax Services	642,835		642,835
Human Resources	523,514		523,514

Prosecuting Attorney	5,639,031	588	5,639,619
Purchasing	207,933		207,933
Facilities	1,978,519		1,978,519
Register of Deeds	445,560		445,560
Remonumentation Grant	85,000		85,000
Treasurer	568,706		568,706
Drain Commissioner	998,116		998,116
Economic Development	346,323		346,323
Community Agencies	179,594		179,594
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	282,958		282,958
Sheriff	17,078,375		17,078,375
Community Corrections	73,663		73,663
Animal Control	1,332,984		1,332,984
Emergency Operations	224,075		224,075
Board of Public Works	300		300
Drain Tax at Large	378,000		378,000
Health Department	11,291,874		11,291,874
Medical Examiner	419,617		419,617
Substance Abuse	787,545		787,545
Community Mental Health	1,866,174		1,866,174
Department of Human Services	1,752,470		1,752,470
Tri-County Aging	76,225		76,225
Veterans Affairs	444,866		444,866
Cooperative Extension	597,593	9,237	606,830
Parks and Recreation	1,313,557		1,313,557
Contingency Reserves	428,098	(21,076)	407,022

Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,984,241	47,600	2,031,841
<b>Total General Fund Expenditures</b>	<b>73,248,381</b>	<b>57,425</b>	<b>73,305,806</b>

### **General Fund Revenues**

Prosecuting Attorney	Increase revenue \$588 for a private grant from the Prosecuting Attorneys Association of Michigan to use towards the purchase of supplies promoting Crime Victim Rights Week.
Use of Fund Balance	Increase use of fund balance \$56,837 for reappropriated projects. (\$9,237 for Cooperative Extension and \$47,600 for capital improvements).

### **General Fund Expenditures**

Circuit Court	Increase attorney fee budget \$6,860 for legal representation approved by Resolution 10-392.
Financial Services	Increase budget \$14,216 for county's required contribution to MERS for Capital Area District Library (CADL) employees who were formerly employees of Ingham County.
Prosecuting Attorney	Increase expenses \$588 for a private grant from the Prosecuting Attorneys Association of Michigan to use towards the purchase of supplies promoting Crime Victim Rights Week.
Cooperative Extension	Reappropriate \$9,237 in unspent funds from the Community Development activity to cover portion of VISTA coordinator's wages in 2011. Federal dollars were spent before general fund dollars, leaving a general fund balance to be carried over to the following year.
Contingency	Decrease contingency for county's required contribution to MERS for Capital Area District Library (CADL) employees who were formerly employees of Ingham County (\$14,216) and for Circuit Court attorney fees (\$6,860).
Capital Improvements	Transfer \$47,600 in reappropriated funds to the Health Fund for e-health implementation approved in the 2007 capital budget

### **Non-General Fund Adjustments**

Parks (F208)	Reappropriate funds for web update (\$3,000) and office phones (\$2,700) approved in the 2009 capital budget.
Friend of the Court (F215)	Increase revenues and expenses to purchase replacement laptop. (\$923)

Health (F221)	Recognize book value of vaccine provided by Michigan Department of Public Health to Health Department for children's immunizations (\$1,600,000). Reappropriate funds for e-health implementation (\$47,600) approved in the 2007 capital budget.
Hotel/Motel (F230)	Increase use of fund balance and transfer out to Fair Fund to purchase replacement PC and monitor. (\$942).
Public Improvements (F245)	Reappropriate funds for the following capital improvement projects: parking lot repair (\$21,919) per 2004 capital budget, painting stone at Mason Courthouse (\$78,137) per 2005 capital budget, parking lot repair (\$1,399) per 2006 capital budget, Mason Courthouse heating and cooling (\$42,796), District Court carpet (\$7,610), District Court restroom renovation (\$10,000), Jail door hinges and switches (\$4,754), Hilliard Building chiller renewal (\$40,000), Jail carpet/floor replacement (\$5,768), and Animal Control shelter security camera (\$1,910) per 2008 capital budget, District Court power transfer switch (\$20,500), Jail communication control system (\$173,010), Jail boiler/feed tank (\$28,630), Animal Control public restroom renovation (\$2,886), Parks stone chips, sand and gravel (\$7,077), and Parks beach house roof (\$2,523) per 2010 capital budget, and Jail water management system approved by Resolution 10-368 (\$15,267).
ROD Automation (F256)	Increase use of fund balance to purchase nine replacement PCs and six replacement printers. (\$12,716)
Potter Park/Zoo (F258)	Reappropriate funds for the following capital projects not completed in previous year: rhino project (\$1,031,654) authorized in 2007, outdoor bird holding (\$10,000) and decorative fencing (\$31,496) authorized in 2009, penguin exhibit glass (\$5,000), red panda exhibit renovation (\$10,000), pheasant exhibit renovation (\$5,000), big horn sheep exhibit update (\$30,000), gunnite rock work (\$10,000), plant material (\$6,404), garden program (\$10,000), big barn tuckpointing (\$90,000), reptile exhibit electrical update (\$17,446), birdhouse roof (\$6,335), birdhouse heating modifications (\$4,440), and cell scale (\$5,000) authorized in 2010.
Community Corrections (F267)	Restore subcontract amount for the Community Mental Health Relapse Prevention and Recovery program to \$47,200. Resolution 11-100 reduced amount to \$37,200, but based on new information from the State regarding budget adjustments, the subcontract amount needs to be restored.
Parks Capital (F450)	Reappropriate funds for the following capital projects; Heart of Michigan Trail Lake Lansing South to Park Lake Road (\$829,075) per 2006 capital budget, Heart Of Michigan Trail Park Lake to MSU (\$1,252,230), Hawk Island Tubing Hill (\$150,000), Heart of Michigan Trail - Right of Way Acquisition (\$172,853), and Lake Lansing South fishing dock per 2007 capital budget, Heart of Michigan Trail Jolly Road to Hope Soccer Complex

(\$250,000) per 2008 capital budget, and fishing dock/habitat (\$46,258), roof replacement Lake Lansing Boat Launch (\$7,398), and Lake Lansing South cash registers (\$3,737) per 2010 capital budget.

Parks Enterprise  
(F508)

Reappropriate funds for the following capital projects: tube rental building (\$1,765), tube hill grooming equipment (\$14,000) and disc golf course (\$2,412) per 2009 capital budget.

Fair  
(F561)

Increase use of hotel/motel funds to purchase replacement PC and monitor. (\$942)

Bldg Authority Operating  
(F631)

Reappropriate funds for the following capital improvement projects at the Human Services Building: signage (\$13,123) per the 2009 capital budget, boiler replacement (\$42,071), Tri-County Office on Aging kitchen air unit (\$13,000), and parking lot repairs (\$15,028) per the 2010 capital budget.

Mach./Equip. Revolving  
(F664)

Increase CIP upgrade funds to purchase the following replacement equipment: a laser printer for the Board of Commissioners Office (\$984), a laser printer for Cooperative Extension (\$984), a printer for Economic Development (\$984), two PCs and monitors for Financial Services (\$1,883), a laser printer for Probate Court (\$1,717), equipment for the Treasurer's Office comprised of three PCs, two monitors, and two laser printers (\$4,274), a PC and monitor for Veterans Affairs (\$942), a PC and monitor for Probate Court (\$1,200), and a laptop (\$1,253) and PC and monitor (\$1,285) for Circuit Court. Reappropriate funds for the following projects: office furniture for the Drain Commissioner's Office (\$6,212) and electronic medical records system (\$100,000) for Health Department approved in the 2007 capital budget, scanner project (\$45,473) for Circuit Court, electronic medical records system for Health Department (\$100,000) and Probate Court microfilming project (\$16,825) approved in the 2008 capital budget, Probate Court scanning project (\$17,953) and renovation of Health Department space at Human Services Building (\$81,943) approved in the 2009 capital budget, FTR gold upgrade (\$1,000), computer for counter (\$1,000), paper drill (\$1,000), letter opener (\$1,200), implementation of new scanning system (\$25,000), and recording equipment (\$4,570) for Probate Court, Circuit Court Imaging/Scanning Project (\$197,627), furniture for the Treasurer's Office (\$7,500), and Health Department call center records/reporting module (\$32,000) approved in the 2010 capital budget, and Courtroom Technology Project (\$138,799) approved by Resolution 10-376.

MEMORANDUM

April 8, 2011

TO: Board of Commissioners

FROM: Mary Lannoye, Controller/Administrator

RE: Priorities Guiding 2012 Activities and Budget

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Attached for your consideration is a proposed resolution establishing areas of priority to guide the 2012 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority and departmental perspectives regarding areas of importance for 2012.

There are two versions of the proposed resolution included in your agenda packet. One version in which proposed changes from the 2011 resolution establishing areas of priority emphasis are indicated through bolded and struck-out language, and a "clean" version. The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2012, and will be used to guide the development of the Controller/Administrator's Recommended Budget.

Thank you for your consideration of these priorities as we begin to develop the budget for what promises to be a challenging year. Please contact me if you have any questions.



Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS  
GUIDING 2012 ACTIVITIES AND BUDGET PROCESS**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- \*Enhancing access to county records
- \*Providing suitable roads and drains
- \*Providing recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection and smart growth
- \*Preventing and controlling disease
- \*Promoting accessible health care
- \*Assisting in meeting basic needs
- \*Fostering appropriate youth development
- \*Supporting public safety
- \*Assuring judicial processing
- \*Providing appropriate sanctions for adult offenders
- \*Providing appropriate treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- \* An educated and participating citizenry
- \* An ongoing capacity for intergovernmental collaboration
- \* A quality workforce
- \* Cost-effective delivery of county services
- \* Maximum use of technology; and

~~WHEREAS, the Board of Commissioners has assessed information provided by county staff and departments, offices and the courts related to issues and concerns which are important for the County to consider addressing in 2011; and~~

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments affecting budget projections for 2012; and

**WHEREAS, the controller is projecting at least a \$5.3 million budget shortfall for 2012; and**

~~WHEREAS, the Board of Commissioners can no longer apply "across the board" percentage cuts to each department to cover the projected revenue losses; and~~

~~WHEREAS, the Board of Commissioners must take all this information into consideration when developing areas of priority and areas that may need to be significantly reduced or eliminated to make up for the projected revenue shortfalls in the development process for the 2011 Budget; and~~

WHEREAS, the Board of Commissioners has identified ~~certain areas of priority emphasis~~ **priorities** to guide the development of the 2012 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following **priority** ~~areas of priority emphasis~~ to be utilized by the Controller's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2012:

**1. Current year expenditures should be supported by current year revenues. The Controller will develop a multi year budget projection and a long-range plan to finance the county's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2012 budget.**

2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2012, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds. ~~Current year expenditures should be supported by current year revenues.~~

3. The Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, yet recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.

**3. The Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2012.**

4. Priority consideration should be given to **all of the following long-term objectives:** ~~maintaining current efforts with respect to all of the following long-term objectives; to considering proposals which enhance their achievement; and to implementing specific identified enhancements:~~

#### Promoting Accessible Health Care

- ~~Continue to maintain and expand to the extent that funding becomes available through the 2010 Patient Protection and Affordable Care Act,~~ access to health care for the uninsured and under-insured, through the Ingham Health Plan, **the Federally Qualified Health Clinics**, and other **county operated health plan initiatives and programs and clinics**. Evaluate the effect of the 2010 Patient Protection and Affordable Care Act on the delivery of public health services in Ingham County.
- **Maximize ability to draw down federal funds for health care.**
- **Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.**

*~~Specific enhancement: Include a financing plan to enable the Ingham Health Plan Corporation, utilizing the Ingham Health Plan and the Ingham County Advantage Program, to continue to provide access to health care at a level at least equal to that being provided in 2008, and to utilize any available matching funds in order to increase~~*

~~the number of uninsured county residents being served, with an ultimate goal of providing access to health care for 100% of uninsured county residents.~~

### **Supporting Public Safety**

**The County and the Building Authority will continue to work in cooperation with the Cities of Lansing and East Lansing to achieve the goal of a consolidated 911 Dispatch Center to be operational by mid – 2012.**

~~Because of continual declining revenue, it has become necessary to significantly reduce and/or eliminate discretionary services. Road patrol, as we know it, is a discretionary service that has been significantly reduced to date and is expected to face further cuts until totally eliminated. Therefore, it is the intent of the Board of Commissioners to eliminate road patrol services effective January 1, 2011.~~

~~It is also the intent of the Board to encourage townships to work cooperatively to unite and consider contracting for primary law enforcement services with the Ingham County Sheriff's Office to meet the level of service they deem necessary. It is also the intent of the Board of Commissioners to offer financial assistance to facilitate the creation of a multi-jurisdictional authority to contract with the Ingham County Sheriff's Office for the provision of the necessary primary law enforcement services.~~

~~The Ingham County Board of Commissioners and county staff will continue to work cooperatively with townships that rely on the Ingham County Sheriff's Office for primary Law Enforcement Services to implement a plan to contract for these services.~~

~~*Specific enhancement: Reduce the cost of providing primary law enforcement services to Ingham County townships and other jurisdictions by providing assistance in the creation of an authority to govern the provision of law enforcement service and through the implementation of a system of contracting for law enforcement services with that authority, using resources contracted from the Ingham County Sheriff's Office.*~~

### **Fostering Economic Well Being**

**Explore utilizing the County's authority under Public Act 88 of 1913 to provide for the creation of a fund to be used for economic development in Ingham County.**

### **An Ongoing Capacity for Intergovernmental Collaboration/Cost Effective Delivery of County Services**

**The Ingham County Board of Commissioners will explore efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.**

### **Supporting Recreational Opportunities**

Provide recreational opportunities throughout Ingham County to the extent possible, guided by the County Parks Master Plan, the Potter Park Zoo Master Plan. ~~and available resources (internal and external) as they are available.~~

~~*Specific enhancement: In light of the current budget situation, the County will strive to maintain the current assets and services provided at the major parks, while also transferring Baldwin Park to Onondaga Township and looking at possible efficiencies.*~~

### **Providing Appropriate Sanctions for Adult Offenders**

**Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population by**

**supporting strategies recommended by the Jail Utilization Coordinating Committee and Community Corrections Advisory Board, including working with community partners, increasing the use of GPS/tethering equipment, maintaining and using a data tracking system that focuses on system volume and trends, supporting appropriate use of probation residential services, facilitating treatment of substance abuse disorders, and continuing the enhancement to Pre -Trial Services to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.**

~~Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of jail overcrowding, using strategies such as supporting implementation of recommendations of the Jail Overcrowding Subcommittee and Community Corrections Advisory Board as well as working with community partners such as Mid-South Substance Abuse Commission to facilitate treatment of substance abuse disorders, develop and use a data tracking system focusing on system volume and trends, supporting appropriate usage of existing probation residential services, to increase the usage of GPS/tethering equipment, and using improved information collection, automation, record keeping, and information exchange between departments. This information will be used to help improve jail utilization.~~

*~~Specific enhancement: In light of the current budget situation, including the closing a jail post as part of the 2011 budget, support efforts to increase access to program alternatives available through Community Corrections, utilizing state funds. Consider county financial support to implement the recommendations of the Community Corrections Advisory Board and Jail Utilization Coordinating Committee, increased use of the existing range of appropriate community based direct and contractual treatment and service programs, including electronic monitoring, residential beds, and other alternative sentencing options, as well as implementing system enhancements in jail-related programs, such as pre-trial services and jail population management.~~*

#### Providing Appropriate Treatment and Sanctions for at Risk Juveniles

**Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders.**

~~Continue to implement recommendations resulting from the system wide evaluation of programs and placements for delinquent juveniles done by the Center for Criminal Justice Research, and from the development of strategies by the Ingham County/City of Lansing Community Coalition for Youth, utilizing Child Care Funds and Juvenile Justice Millage funds to maintain the juvenile justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior, apply appropriate sanctions, and reduce criminal recidivism.~~

*~~Specific enhancement: Use Juvenile Justice Millage funds to continue implementation of the Action Plan created in the Chinn Study, including specifically: the operation of the Continuum of Care facility known as the Ingham County Family Center that houses the Ingham Academy with a comprehensive juvenile assessment component; day treatment/evening reporting program; and center for respite/erisis intervention to support community based programming that will support the Court's and County's goals of treating adjudicated youth locally within Ingham County whenever appropriate, as advised by the Ingham County/City of Lansing Community Coalition for Youth and the Ingham County Family Center Board.~~*

#### Promote Environmental Protection and Smart Growth

~~Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the County's commitment to the Cool Counties~~

~~Climate Stabilization Goal, and other strategies being recommended by the Tri County Growth Study Project. Develop and implement green building strategies for existing and new County facilities.~~

~~*Specific enhancement: Promoting initiatives encouraging urban redevelopment and protecting agriculture in rural areas, and consider specific proposals which enhance this objective, such as supporting the activities of the Farmland and Open Space Preservation Board, Land Bank Authority, and supporting the resources to monitor the environment for threats and hazards to human health, and implementing recommendations of the Tri County Growth Study. Promote green design standards, such as those of the U.S. Green Building Council to optimize and/or enhance indoor air quality, water and energy use efficiency, recycling, connectivity to walkable communities and public transit, eco-friendly landscaping and building materials, the use of natural lighting and heating, stormwater runoff features, environmental protection and other green building and green site practices.*~~

~~BE IT FURTHER RESOLVED, that the County will continue to work in cooperation with the Cities of Lansing and East Lansing to implement the Action Plan developed by Plante & Moran to achieve the goal of a consolidated 911 Dispatch Center.~~

~~BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts to prevent environmental hazards to human health.~~

~~BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology county-wide will continue. , including ongoing efforts to upgrade the County's computer and telephone systems within reasonable efforts and budget constraints.~~

**BE IT FURTHER RESOLVED, that the County will develop and implement long-term strategies to restructure retirement benefits that are financially sustainable and appropriate for all new employees.**

~~BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will explore efficiencies through regional cooperation, including exploration of regionalizing **regarding** the provision of employee **and retiree** health care benefits.~~

~~BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners will establish a retirement coalition to provide long term strategies to restructure retirement benefits that are financially sustainable and appropriate for all new employees.~~

~~BE IT FURTHER RESOLVED, that Community Agency funding will continue, but at a reduced level within available funds, and possibly through a different funding mechanism.~~

**BE IT FURTHER RESOLVED, that County staff will continue to explore options for reforms and consolidations leading to savings (short-term or long-term) and present these to Commissioners for consideration.**

~~BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2012.~~

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2012  
BUDGET AND ACTIVITIES OF COUNTY STAFF**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- \*Enhancing access to county records
- \*Providing suitable roads and drains
- \*Providing recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection and smart growth
- \*Preventing and controlling disease
- \*Promoting accessible health care
- \*Assisting in meeting basic needs
- \*Fostering appropriate youth development
- \*Supporting public safety
- \*Assuring judicial processing
- \*Providing appropriate sanctions for adult offenders
- \*Providing appropriate treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- \* An educated and participating citizenry
- \* An ongoing capacity for intergovernmental collaboration
- \* A quality workforce
- \* Cost-effective delivery of county services
- \* Maximum use of technology; and

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments and state cuts to revenue sharing for 2012; and

WHEREAS, the Controller/Administrator is projecting at least a \$5.3 million budget shortfall for 2012; and

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2012 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2012:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2012 Budget.

2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2012, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.

3. The Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, while recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.

4. Priority consideration should be given to all of the following long-term objectives:

#### Promoting Accessible Health Care

- Continue to maintain and expand access to health care for the uninsured and under-insured through the Ingham Health Plan, the Federally Qualified Health Clinics, and other county operated programs and clinics. Evaluate the effect of the 2010 Patient Protection and Affordable Care Act on the delivery of public health services in Ingham County.
- Maximize ability to draw down federal funds for health care.
- Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.

#### Supporting Public Safety

The County and the Building Authority will continue to work in cooperation with the Cities of Lansing and East Lansing to achieve the goal of a consolidated 911 Dispatch Center to be operational by mid – 2012.

#### Fostering Economic Well Being

Explore utilizing the County's authority under Public Act 88 of 1913 to provide for the creation of a fund to be used for economic development in Ingham County.

#### An Ongoing Capacity for Intergovernmental Collaboration/Cost Effective Delivery of County Services

The Ingham County Board of Commissioners will explore efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.

#### Providing Appropriate Sanctions for Adult Offenders

Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population by supporting strategies recommended by the Jail Utilization Coordinating Committee and Community Corrections Advisory Board, including working with community partners, increasing the use of GPS/tethering equipment, maintaining and using a data tracking system that focuses on system volume and trends, supporting appropriate use of probation residential services, facilitating treatment of substance abuse disorders, and continuing the enhancement to Pre - Trial Services to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.

Provide Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders.

Supporting Recreational Opportunities

Provide recreational opportunities throughout Ingham County to the extent possible, guided by the County Parks Master Plan and the Potter Park Master Plan.

BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology countywide will continue.

BE IT FURTHER RESOLVED, that the County will develop and implement long-term strategies to restructure retirement benefits that are financially sustainable and appropriate for all new employees.

BE IT FURTHER RESOLVED, that the Ingham Board of Commissioners will explore efficiencies regarding the provision of employee and retiree health care benefits.

BE IT FURTHER RESOLVED, that County staff will continue to explore options for reforms and consolidations leading to savings (short-term or long-term) and present these to Commissioners for consideration.

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2012.



DATE: April 8, 2011

TO: Law Enforcement Committee  
County Services Committee  
Finance Committee

FROM: John Neilsen, Deputy Controller

RE: Resolution to Approve Final Design Plans and Authorizing the Ingham County Building Authority to Proceed with Bid Documents for the Ingham County Consolidated 911 Dispatch Center Project

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Much progress has been made since the Ingham County Board of Commissioners authorized the Building Authority to begin the design process for the Ingham County Consolidated 911 Dispatch Center project through Resolution #10-315.

The County's cost for the project is established at \$5.2 million.

The Financing plan utilizes 911 funds in the amount of \$2.2 million and Recovery Zone Development Bond proceeds of \$3 million.

The Building Authority, working with Tower Pinkster as the Architect/Engineering (A/E) firm and Clark Construction Company as the Construction Management firm on this project, have now finished the design process within the criteria of Resolution #10-315 and are now presenting the plans to the Law Enforcement Committee on April 14, 2011.

With the Board of Commissioners approval of the attached resolution, the Building Authority will proceed to bid documents for the construction of the facility.

Some bullet points on the history of this project are listed below:

- The site for the Ingham County Consolidated 911 Dispatch Center is on County owned land just west of the CMH property at 710 East Jolly Road. (Approved by County Board of Commissioners' Resolution #09-180).
- The Legacy Cost Agreements have been approved and executed by Ingham County and the Cities of East Lansing and Lansing in 2010.
- An RFP Process was conducted and the Building Authority selected Tower Pinkster as the Architect/Engineering (A/E) firm and Clark Construction Company as the Construction Management firm on this project.
- A Project Labor Agreement for this construction project will be utilized for this project based on the Ingham County Project Labor Agreement Policy as outlined in Section 2(c).
- The Construction Manager will negotiate this PLA agreement.

Please contact me if you have any questions.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE FINAL DESIGN PLANS AND AUTHORIZING THE INGHAM COUNTY BUILDING AUTHORITY TO PROCEED WITH BID DOCUMENTS FOR THE INGHAM COUNTY CONSOLIDATED 911 DISPATCH CENTER PROJECT**

WHEREAS, the Ingham County Board of Commissioners previously authorized Resolution #10-315, which authorized the Ingham County Building Authority to proceed with the Ingham County Consolidated 911 Dispatch Center Project under several stipulations; and

WHEREAS, the projected cost of construction, plus fees, and furnishings for the project has been established at a cost not to exceed \$5.2 million; and

WHEREAS, any and all costs incurred by the County and the Ingham County Building Authority with respect to this project will be reimbursed from bond proceeds and/or 911 Funds associated with this project; and

WHEREAS, the Ingham County Consolidated 911 Dispatch Center Project will utilize a Project Labor Agreement (PLA) in accordance with the Ingham County Project Labor Agreement Policy as outlined in section 2(c) of the policy; and

WHEREAS, final design plans are completed and are now being presented to the Board of Commissioners for its approval prior to the Building Authority proceeding to bid documents.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners approves the final design plans as presented for the Ingham County Consolidated 911 Dispatch Center Project as recommended by the Ingham County Building Authority and authorizes the Building Authority to proceed to prepare and release final bid documents.

RECEIVED  
MAR 23 2011

AGENDA ITEM # 3a

*Lawrence P. Schweitzer, PLLC*

ATTORNEY AT LAW  
7201 W. SAGINAW HIGHWAY, SUITE 315  
LANSING, MI 48917

LAWRENCE P. SCHWEITZER  
LL.M. IN TAXATION

TEL: (517) 853-1604  
FAX: (517) 853-1605

March 24, 2011

Mary Lannoye  
Ingham County Controller  
341 S. Jefferson St.  
Mason, MI 58854

Re: Release of drainage easement

COPY

Dear Ms. Lannoye:

I represent John and Carolyn Willoughby, who recently purchased a vacant parcel of real property on Lake Lansing commonly known as 6347 E. Reynolds, Haslett, MI 48840 ("Property"). Tim Perrone, legal counsel for Ingham County, advised me to send this letter to you.

The Property is subject to "an easement for drainage purposes" pursuant to a Quit-Claim Deed to Ingham County dated October 5, 1965, recorded November 2, 1965 at Liber 907, page 1162 of Ingham County Records. (See copy of Quit-Claim Deed and Topographical Survey attached). Dr. and Mrs. Willoughby wish to construct their primary residence on the Property, but cannot do so unless Ingham County releases the easement. We have met with the Drain Commissioner's Office and they support releasing the easement because there are drainage pipes specifically servicing the Property and adjacent properties, which have been identified and reviewed by the Drain Commissioner's Office and deemed sufficient for draining of the Property and adjacent properties. The drainage pipes cannot be interfered with by construction or other improvements.

Therefore, the conditions no longer exist that would justify the easement over the Property and there is no need for the easement. The Drain Commissioner has no objection to releasing the easement. We have worked closely, in good faith, with the Drain Commissioner's Office in order to obtain the necessary approvals for any proposed construction, but require the Board of Commissioner's consent to proceed per Mr. Perrone's advice.

Also attached is a draft of the proposed Quitclaim Deed releasing the easement. Please review this request and the attachments and if you have any questions, require additional information, or wish to meet to discuss this request, do not hesitate to contact me. Thank you for your assistance with this matter.

Sincerely,  
LAWRENCE P. SCHWEITZER, PLC

*Lawrence P. Schweitzer*  
Lawrence P. Schweitzer

Enclosures  
cc: Board of Commissioners

RECORDED IN DEED

LIBER 907 18162

Please do

EXHIBIT B

QUIT-CLAIM DEED  
THE MICHIGAN TITLE CO. FCEN

RECORDED

This Indenture made this Fifth day of October in the year of our Lord one thousand nine hundred and sixty five.  
 BETWEEN William S. Monroe and Gladys I. Monroe, husband and wife, of Route 3, Okemos, Michigan;  
 Roy J. Starr and Edith I. Starr, husband and wife, of 3117 Harper Rd., Mason, Michigan; Cecil G. Richards, a single man, of the first part  
 AND  
 County of Ingham, a Municipal Corporation, of Mason, Michigan

4:20  
 Nov 2 4 20 PM '65  
*Howard W. Roberts Jr.*  
 Notary Public

Witnesseth, That the said part ies of the first part, for and in consideration of the sum of one dollar and other valuable considerations to them in hand paid by the said part y of the second part, the receipt whereof is hereby confessed and acknowledged, do by these presents grant, bargain, sell, remise, release and forever QUIT-CLAIM unto the said part y of the second part, and to its successors heirs and assigns, Forever that certain piece or parcel of land situated in the Township of Meridian in Ingham County, and State of Michigan, and described as follows:

The West 15 feet of Commencing at a point which is 213.63 feet Southeasterly of the Southeast corner of Lot 59 of Supervisor's Plat No. 1, Meridian Township, on the Northeasterly shore of Lake Lansing, thence North 37°30' East 217 feet more or less to the Southerly line of Quail Road, thence South easterly 95.5 feet along the South line of Quail Road, thence South 37°30' West 260 feet to the shore of Lake Lansing, thence Northeasterly along the shore 85' feet to the point of beginning.

An easement for drainage purposes is alone herein conveyed. The grantee, its agents and employees, are granted the right to enter upon the land described for the purpose of maintaining, cleaning, repairing or establishing a drain under or on the land described.

\*of 6103 Columbia Dr., Haslett, Michigan; Dean A. Tillsan, of 5629 Hallendale, Haslett, Michigan a female person

Together with all and singular the hereditaments and appurtenances therunto belonging or in anywise appertaining: To Have and to Hold the said above described premises to the said part y of the second part, and to its successors heirs and assigns, to the sole and only proper use, benefit and behoof of the said part y of the second part its successors heirs and assigns, FOREVER.

In Witness Whereof, The said parties of the first part ha ve hereunto set their hands and seal the day and year first above written.

Signed, Sealed and Delivered in Presence of

*Robert T. Fletcher*  
 Robert T. Fletcher

*William S. Monroe*  
 William S. Monroe

*Gladys I. Monroe*  
 Gladys I. Monroe

~~ROY J. STARR~~

~~EDITH I. STARR~~

~~CECIL G. RICHARDS~~

~~DEAN A. TILLMAN~~

STATE OF MICHIGAN, } ss.  
 COUNTY OF Ingham }

On this fifth day of October in the year one thousand nine hundred and sixty five

before me, a notary public in and for said County personally appeared William S. Monroe and Gladys I. Monroe, husband and wife; Roy J. Starr and Edith I. Starr, husband and wife; Cecil G. Richards, a single man; and Dean A. Tillsan, a female person to me known to be the same person s described in and who executed the within instrument, who acknowledged the same to be their free act and deed.

After recording return this deed to  
 Prepared by:  
 Name Russel A. Lawler  
 Street 200 Hollister Building  
 City Lansing, Michigan 48933

*Howard W. Roberts Jr.*  
 Howard W. Roberts, Jr.  
 Notary Public

Ingham County and State of Michigan

My commission expires Dec. 7, 1968

HOWARD W. ROBERTS, JR.

The Michigan Title Company - Abstracts of Title - Title Insurance - Escrow Service

The Michigan Title Company - Abstracts of Title - Title Insurance - Escrow Service

106

Witnesses to Ed Roberts  
Ingham, Mich.

RECEIVED FOR...

The Michigan Title C

In Witness Whereof, The said parties of the first part have hereunto set their hands and seal the day and year first above written.

Signed, Sealed and Delivered in Presence of  
*Robert T. Fletcher*  
Robert T. Fletcher

*Roy J. Starr* ..... L.S.  
Roy J. Starr  
*Edith I. Starr* ..... L.S.  
Edith I. Starr

*Howard W. Roberts Jr.*  
Howard W. Roberts Jr.

**STATE OF MICHIGAN,** } ss.  
COUNTY OF Ingham }  
before me, a notary public  
Roy J. Starr and Edith I. Starr, husband and wife

On this 9th day of October  
in the year one thousand nine hundred and sixty five  
in and for said County personally appeared

to me known to be the same person s described in and who executed the within instrument, who acknowledged the same to be their free act and deed.

Prepared by:  
Name Russel A. Lawler  
Street 200 Hollister Building  
City Lansing, Michigan 48933

*Howard W. Roberts Jr.*  
Howard W. Roberts, Jr. Notary Public,  
Ingham County and State aforesaid  
My commission expires Dec. 7, 1968  
**HOWARD W. ROBERTS, JR.**  
Notary Public, Ingham County, Mich.  
My Commission Expires Dec. 7, 1968

The Michigan Title C

In Witness Whereof, The said parties of the first part have hereunto set their hands and seal the day and year first above written.

Signed, Sealed and Delivered in Presence of  
*Robert T. Fletcher*  
Robert T. Fletcher

*Cecil G. Richards* ..... L.S.  
Cecil G. Richards  
*Dean A. Tillman* ..... L.S.  
Dean A. Tillman

*Howard W. Roberts Jr.*  
Howard W. Roberts Jr.

**STATE OF MICHIGAN,** } ss.  
COUNTY OF Ingham }  
before me, a notary public  
Cecil G. Richards, a single man and Dean A. Tillman, a female person

On this 9th day of October  
in the year one thousand nine hundred and sixty five  
in and for said County personally appeared

to me known to be the same person s described in and who executed the within instrument, who acknowledged the same to be their free act and deed.

Prepared by:  
Name Russel A. Lawler  
Street 200 Hollister Building

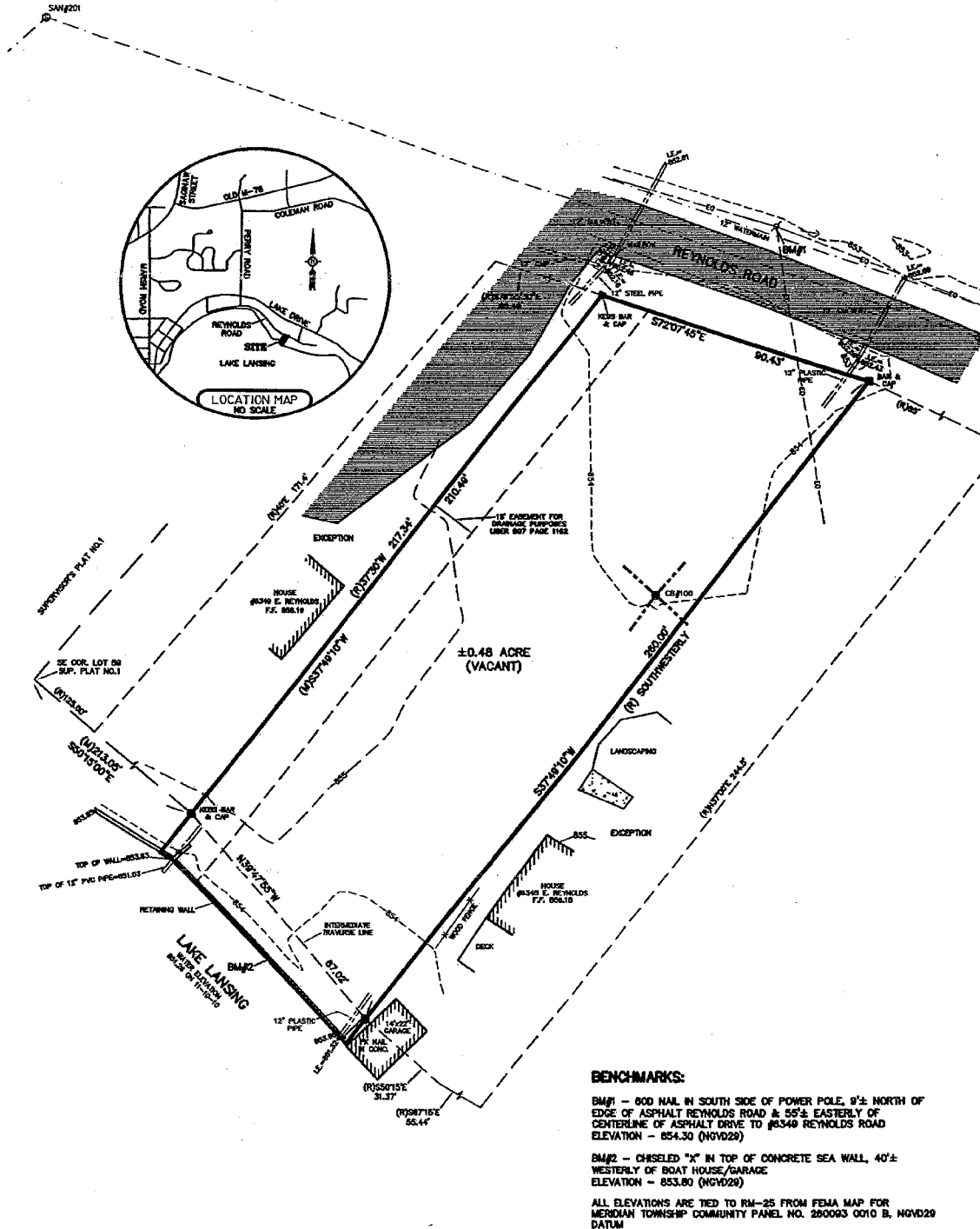
*Howard W. Roberts Jr.*  
Howard W. Roberts, Jr. Notary Public,  
Ingham County and State aforesaid  
My commission expires Dec. 7, 1968

Notary Public

Notary Public

# TOPOGRAPHICAL SURVEY

## "6347 E. REYNOLDS ROAD"



**QUITCLAIM DEED**

Grantor, INGHAM COUNTY, a Michigan municipal corporation,  
whose address is 341 S. Jefferson, Mason, MI 48854,

quitclaims to Grantees, JOHN W. WILLOUGHBY and CAROLYN M. WILLOUGHBY, husband and wife,  
whose address is 5539 Songbird Pointe, East Lansing, MI 48823,

the real property located in Meridian Township, Ingham County, Michigan, legally described as:

(See legal description attached as Exhibit A)

together with all singular the tenements, hereditaments and appurtenances belonging or in anywise appertaining to the property, subject to easements and building and use restrictions of record, for the sum of One Dollar (\$1.00). This Quitclaim Deed is given to release and terminate Grantor's interest in an easement for drainage purposes conveyed to Grantor under a Quitclaim Deed dated October 5, 1965 recorded at Liber 907, Page 1162 of Ingham County Records ("Deed"). A copy of the Deed is attached as Exhibit B. A copy of the survey reflecting the location of the easement being released and terminated is attached as Exhibit C.

Dated: March \_\_, 2011

Signed by:

DRAFT

\_\_\_\_\_  
INGHAM COUNTY  
By: MARK GREBNER  
Its: Chairman, Board of Commissioners

STATE OF MICHIGAN}  
COUNTY OF INGHAM} SS

Mark Grebner, Chairman of the Ingham County Board of Commissioners, the authorized representative of Ingham County, a municipal corporation, acknowledged this instrument before me on March \_\_, 2011.

\_\_\_\_\_  
Lawrence P. Schweitzer  
Notary Public, Ingham County, Michigan  
My commission expires 12/2/2011.

<p>When Recorded Return To: Lawrence P. Schweitzer, PLC</p> <p>Tax Parcel #33-02-02-02-151-029</p>	<p>Send Subsequent Tax Bills To: Grantees</p> <p>Recording Fee: \$29.00</p> <p>Revenue Stamps: Exempt per MCL 207.505(a); MCL 207.526(a).</p>	<p>Drafted By: Lawrence P. Schweitzer, Esq. Business Address: Lawrence P. Schweitzer, PLC 7201 W. Saginaw Highway Suite 315 Lansing, MI 48917</p>
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**EXHIBIT A**  
**LEGAL DESCRIPTION**

The West 15 feet of commencing at a point which is 213.63 feet Southeasterly of the Southeast corner of Lot 59 of Supervisor's Plat No. 1, Meridian Township, on the Northeasterly shore of Lake Lansing, thence North 37\*30' East 217 feet more or less to the Southerly line of Quail Road, thence Southeasterly 95.5 feet along the South line of Quail Road, thence South 37\*30' West 260 feet to the shore of Lake Lansing, thence Northeasterly along the shore 85 feet to the point of beginning.

\*Denotes degrees

Commonly known as 6347 E. Reynolds, Haslett, MI 48840

Parcel No. 33-02-02-02-151-029

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TOWNSHIP OF ONONDAGA  
PLANNING COMMISSION  
NOTICE OF PUBLIC HEARING

**REQUEST FOR GOVERNMENTAL AGENCY COMMENT**

**GOVERNMENTAL AGENCIES, PLEASE RESPOND BY APRIL 22, 2011**

PLEASE TAKE NOTICE that the Township of Onondaga Planning Commission will conduct a Public Hearing for the purpose of taking Public Comment and Written Comment on the Site Plan/Special Use Permit for the Onondaga Dragstrip, Parcel Number 33131323400001.

ALL CONCERNED CITIZENS are encouraged to be present at this meeting to express their opinion on this matter, as public input is an important consideration in the Planning Commission's deliberations. Furthermore, a Planning Commission recommendation on this matter is likely at this meeting.

Meeting Date: April 26<sup>th</sup>, 2011  
Time: 7:30 p.m.  
Place: Onondaga Township Hall  
4756 Baldwin Rd.  
Onondaga, Michigan 49264

A copy of the Site Plan and application are available at Onondaga Township Hall for review.

Matthew J. Schindewolf  
Chair  
Onondaga Township Planning Commission

RECEIVED  
APR 12 2011