

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, JANUARY 18, 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 [December 7, 2010](#) Minutes

Additions to the Agenda

Limited Public Comment

1. [Animal Control Department](#) - Request to Waive the Hiring Freeze and Delay (Shelter [Operator](#) Position)
2. [Ingham County Drain Commission](#) - Resolution Authorizing Establishment of an [Assessment Administrator](#) Position in the Drain Commissioner's Office
3. [Ingham County Housing Commission](#)
  - a. Resolution Accepting 2010 Community Development [Block Grant](#) Funding from the Michigan State Housing Development Authority in the Amount of \$283,300
  - b. Resolution Accepting 2009 [Home Grant](#) Funding from the Michigan State Housing Development Authority in the Amount of \$319,000
4. [MSU Extension Office](#) - Request to Waive the Hiring Freeze and Delay for the 4-H [Program Assistant](#) Position
5. [Sheriff's Office](#)
  - a. Request to Waive the Hiring Freeze and Delay for the Vacant [Office Coordinator](#) Position (UAW)
  - b. Request to Waive the Hiring Freeze and Delay for the Vacant [Accounts Payable](#) Position (UAW)
6. [Health Department](#) - Request to Waive the Hiring Freeze Exemption for Full Time Communicable [Disease Nurse](#)
7. [Management Information Services](#)
  - a. Resolution to Approve the Purchase of a County-Wide Web Site Content Management System (CMS) and Services from [Web Ascender](#)
  - b. Resolution to Approve the Purchase Annual Maintenance of our Exagrid Backup Appliances from [CDW-G](#)
  - c. Resolution to Approve Entering into an Agreement with [CDW-G](#) for Migration to the Microsoft Exchange Email Software

8. Financial Services - Amendment No. 1 to the Ingham County [Section 125](#) Amended and Restated Flexible Benefit Plan
9. Parks Department
  - a. Establishment of [Non-Resident](#) Fees for the Burchfield Exploring Nature Day Camp
  - b. Resolution Authorizing an Extension of the Contract Between [Republics/Allied](#) Waste Services of Western Michigan and Ingham County for Dumpster Service at All Ingham County Parks
  - c. Resolution Authorizing a Contract with the [Dr. Pepper/Snapple Group](#) for Vending Machine Service at All Ingham County Parks
  - d. Resolution to Amend the 2010 Potter Park [Zoo Master Plan](#)
  - e. Resolution Honoring [Dennis B. Propst](#)
  - f. Resolution Honoring [Michael McDonald](#)
10. Human Resources - Resolution Authorizing the [Human Resources](#) Department to Contract with the Ingham County Road Commission to Provide Limited Human Resources Services
11. Board of Commissioners
  - a. Resolution Recognizing "[Black History/Cultural Diversity Month](#)" in Ingham County
  - b. Resolution Honoring [Jon W. Coleman](#) on the Event of his Retirement
12. Board Referral - Letter from [Charter Township of Lansing](#) Planning Commission Notice of Intent to Adopt a Subplan for a Specific Part of the Township Commonly Known as the General Motors Redevelopment Area

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  
December 7, 2010  
Minutes

Members Present: Dale Copedge, Andy Schor, Victor Celentino, Mark Grebner, Brian McGrain, Donald Vickers, Board Chairperson Debbie De Leon

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Tony Lindsey, Vince Dragonetti, Renee Canady, Tom Shewchuk, Mark Fergason, Sally Auer, Bradley Merritt, Scott Dane, Anika Fassia, Roger Gross, and others

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

Approval of the November 16, 2010 Minutes

The November 16, 2010 Minutes were approved as submitted.

MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Ingham County Treasurer
  - a. Resolution to Authorize Start-Up Funds for New Flexible Spending Account Vendor
  
4. Ingham County Farmland and Open Space Preservation Board
  - a. Resolution Authorizing a One Year Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Farmland and Open Space Preservation Board
  
5. County Parks & Recreation Commission - Resolution Authorizing the Transfer of Funds from the 208 Parks Operating Fund to the City of Mason
  
6. Health Department
  - a. Resolution to Establish a 1.0 FTE Public Health Nurse in Children's Special Healthcare Services

- b. Resolution to Accept an Award for Pandemic Influenza Preparedness from the Michigan Department of Community Health
7. Management Information Services
- a. Resolution to Approve the Purchase of a Fiber Optic Connection to Otto Clinic from Arialink
  - b. Resolution to Approve Entering into an Agreement with Imagesoft, Inc. for Annual Maintenance of the OnBase Imaging Application
8. Board of Commissioners
- a. Resolution Honoring Dr. Martin Luther King, Jr.
  - b. Resolution Honoring Ryan McGuire

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

1. Interviews/Appointments
- a. Parks Commission

The Committee interviewed Scott Dane, Anika Fassia, Roger Gross, and Bradley Merritt. Sarah Nichols will be interviewed at 8:00 p.m. for the Parks & Recreation Commission. There is 1 vacancy.

- b. Potter Park Zoo Board Appointments

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO TO APPROVE THE RECOMMENDATION OF THE PARKS COMMISSION TO APPOINT RICHARD PHILLIPS, MARY LEYS, AND CYNTHIA DOUGLAS TO THE POTTER PARK ZOO BOARD..

MOTION CARRIED UNANIMOUSLY.

2. Ingham County Treasurer

- b. Resolution to Authorize Imprest Funds for the Jail's New Inmate Trust Account System

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AUTHORIZE IMPREST FUNDS FOR THE JAIL'S NEW INMATE TRUST ACCOUNT SYSTEM.

Ms. Lannoye stated that the Sheriff's Department has gone to a Kiosk System and this would be treated like a cash advance. Comm. Grebner further explained that Imprest Funds are like petty cash; but, on a larger scale. He further stated that the Board of Commissioners is required to formally approve and establish an account for the funds. Comm. Vickers asked if the account would be used to reimburse the funds inmates came in with or is it for the jail store. Ms. Lannoye stated it is for the jail store.

MOTION CARRIED UNANIMOUSLY.

3. Animal Control Department - Request to Waive the Hiring Freeze Delay and to Back Fill Two Positions

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE REQUEST TO WAIVE THE HIRING FREEZE DELAY AND TO BACK FILL TWO POSITIONS.

Ms. McAloon Lampman updated the Committee on the current and future status of the vacant positions in the Animal Control Department. She also informed the Committee if the positions were not filled the hours of operation would need to be reduced. Comm. Grebner asked if she has been working the counter and cleaning cages. Ms. McAloon Lampman answered "yes".

MOTION CARRIED UNANIMOUSLY.

4. Ingham County Farmland and Open Space Preservation Board
  - b. Resolution Accepting \$607,326.00 and Approving Cooperative Agreement No. 735D211043 Amendment 1 between the United States of America and Ingham County for the implementation of the Federal Farm and Ranch Lands Protection Program

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION ACCEPTING \$607,326.00 AND APPROVING COOPERATIVE AGREEMENT NO. 735D211043 AMENDMENT 1 BETWEEN THE UNITED STATES OF AMERICA AND INGHAM COUNTY FOR THE IMPLEMENTATION OF THE FEDERAL FARM AND RANCH LANDS PROTECTION PROGRAM.

Comm. Schor asked for clarification of where the match money was coming from. Ms. Lannoye stated it was federal and millage funds. Comm. Schor noted that this was not clearly identified in the Resolution.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. GREBNER TO CHANGE THE LAST WHEREAS TO A "BE IT FURTHER RESOLVED" AND AMEND AS FOLLOWS: "...HAS FUNDING IN PLACE **WHICH WILL BE PROVIDED** TO PURCHASE PERMANENT CONSERVATION ...".

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Comm. Vickers disclosed that Jerry Jackson leases his farm.

MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

(Comm. Vickers left at 7:43 p.m.)

There was a short recess at 7:45 p.m.

The meeting resumed at 8:00 p.m.

The Committee appointed a Sub-Committee to interview Sarah Nichols for the Parks & Recreation Commission after the meeting adjourns.

The meeting adjourned at approximately 8:03 p.m.

Respectfully submitted,

Julie Buckmaster

## JANUARY 18, 2011 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

### **HIRING FREEZE:**

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

1. Animal Control--Shelter Operator
4. MSU Extension Office--4H Program Assistant
- 5(a) Sheriff –Office Coordinator Position
- 5(b) Sheriff—Accounts Payable Position
6. Health Department—Communicable Disease Nurse

### **OTHER ACTION ITEMS:**

2. *Resolution Authorizing Establishment of an Assessment Administrator Position in the Drain Commissioner's Office.*

The Resolution would authorize the establishment of a new position and would waive the hiring freeze and delay. The position would be charged against the drainage districts and therefore no cost to the general fund. The Controller, would like to take this opportunity to point out that even though there are no general fund dollars involved, the increase in administrative costs will still be borne by the taxpayers within the drainage districts.

3(a). *Resolution Accepting 2010 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$283,300.*

These funds would be used for rehabbing rental properties in the cities of Mason and Williamston. The Controller recommends approval.

3(b). *Resolution Accepting 2009 Home Grant Funding from the Michigan State Housing Development Authority in the Amount of \$319,000.*

This grant would provide homeowner rehabilitation assistance in targeted downtown area neighborhoods in the cities of Williamston and Mason. The Controller recommends approval.

7(a). *Resolution to Approve the Purchase of a County-Wide Web Site Content Management System and Services from Web Ascender.*

The resolution would authorize a contract in the amount of \$14,200 with a company by the name of Web Ascender to restructure the county's current website template. Please see Mr. She chuck's memorandum for more details. The Controller recommends approval.

7(b). *Resolution to Approve the Purchase of Exagrid Annual Maintenance from CDW-G.*

The resolution would authorize a contract with CDW-G for maintenance on the County's two Exagrid Disk Backup Appliances. These disks provide backup for the County's network data. The total cost of the contract is \$11,728. The county purchased the same services from CDW-G for one of the units at \$8,571 in 2010. The proposed contract represents the same price per unit. The difference in total price is a pro-rated cost for a 2<sup>nd</sup> unit purchased in 2011. The Controller recommends approval.

7(c). *Resolution to Approve Entering into an Agreement with CDW-G for Migration to the Microsoft Exchange E-mail Software.*

The resolution would authorize the purchase of Microsoft E-mail Software from CDW-G for a one-time cost of approximately \$120,000. This would replace the current Novell Group Wise email system which is over 10 years old and is no longer a viable system. Please see Mr. Shewchuk's memorandum for further information. Controller recommends approval.

8. *Resolution authorizing an Amendment to the Ingham County Section 125 Flexible Benefit Plan.* IRS code Section 125 allows employees to make health related payments on a pre-tax basis. The resolution would formally adopt the county's existing plan and detail amendments to bring us into compliance with all new Federal and State regulations.

The Controller recommends approval.

9(b). *Resolution Authorizing an Extension of the Contract Between Republics/Allied Waste Services of Western Michigan and Ingham County for Dumpster Service at all Ingham County Parks.*

The resolution authorizes the extension of an existing contract for dumpster services at an annual cost of \$16,486, or \$47 dollars less than the 2010 contract. Controller recommends approval.

9(c). *Resolution Authorizing a Contract with the Dr. Pepper/Snapple group for Vending Machine Service at all Ingham County Parks.*

The Purchasing department solicited bids and recommends approval of this contract. Please see Mr. Hudgins memorandum for further details. The Parks Commission recommends approval as does the Controller.

9(d). *Resolution to Amend the 2010 Potter Park Zoo Master Plan.*

The resolution amends the Zoo's Master plan by removing the Meerkat Exhibit due to a lack of available funding. Controller recommends approval.

10. *Resolution Authorizing a Contract with the Ingham County Road Commission to Provide Limited Human Resources Services.*

The services would be provided by existing Human Resources staff. The services would be billed to the Road Commission on a time and materials basis, including an administrative fee, actual hourly staff wages and fringes, and other incidentals. Examples of services to be provided include hiring, job evaluation, reclassification requests, compensation, and policies and procedures. Controller recommends approval.

### **HONORARY RESOLUTIONS**

9(e). Resolution Honoring Dennis B. Probst

9(f). Resolution Honoring Michael McDonald

11(a). Resolution Recognizing "Black History/Cultural Diversity Month" in Ingham County

11(b). Resolution Honoring Jon Coleman

### **ITEMS NOT REQUIRING ACTION:**

9(a). Memorandum from Willis Bennett, Parks Director regarding the establishment of non-resident fees for the Burchfield Exploring Nature Day Camp.

The memorandum and attached resolution from the Parks Board provides a 60 day notice to the Board of Commissioners that absent rejection by the Board the new fees will take effect. The fees are \$90 per non-resident for the 9:00 am to 4:00 pm session and \$120 per non-resident for the 7:30 am to 5:30 extended session.



# Memo

**To: County Services Committee**

**From: Jamie McAloon Lampman, Director**

**CC: Mary Lannoye County Controller**

**John Neilsen Deputy Controller**

**Date: January 13, 2011**

**Re: Request to waive the hiring freeze, delay of an Animal Shelter Operator (kennel) position at animal control.**

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I am requesting a waiver to the freeze and delay of a full-time position hiring at ICAC. In addition to your recent approval to hire for this position last month we have another vacancy.

An Animal Shelter Operator position will be vacant January 12, 2011 due to a resignation. In addition to that loss the trustee staffing level has been drastically reduced from an average of 3-4 trustees per day to an average of one trustee per day. This has put considerable strain on this department and its employees.

Our department's staffing level is at a critical point. This vacancy will have a seriously negative impact on the services we provide. And it is for this reason I am asking for your consideration on this request.

In addition to the vacancy and loss of trustees we are also short a full-time animal control officer due to FMLA. ICAC cannot meet the demand for kennel space or care for the animals and the maintenance of the facility without this position. It will hinder the department's ability to adequately and humanely process and care for the over-4500 animals to be received in 2011.

ICAC is requesting to fill the animal care operator position immediately.

This position was not slated to be cut in 2011 and funds are available in the general fund.

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 and heavily populated shelters in Michigan. With only three full-time kennel operators to attend to over 200 dogs and cats daily, the department is already below suggested staffing levels.

Kennel Operators work seven days per week and cover 8-10 hour shifts.

This position requires a well trained individual with the skills to handle complex duties such as euthanasia, vaccinations, medical treatments, report writing, and coordination efforts with the health department on communicable diseases and numerous issues to many to include here.

### **SERVICE IMPACTS**

- Inability to meet the minimum standards of the Department of Agriculture which could result in fines and penalties.
- Reduced capacity to accept animals as a result of staff's inability to euthanize animals in a timely manner adequate to empty kennel space to make room for the new animals arriving daily.
- Decline in the quality of care and services provided to animals and citizens
- Decline of effectiveness of staff
- 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
- Substantial increase in animal euthanasia
- Loss of community support

**RESOLUTION STAFF REVIEW**

**DATE** January 5, 2011

**Agenda Item Title:** Resolution Authorizing Establishment of an Assessment Administrator Position in the Drain Commissioner’s Office

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

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

**Summary of Proposed Action:**

The Drain Commissioner has reviewed the assessment program and identified opportunities for improving efficiency and cost-effectiveness.

**2011 Personnel Cost Projection**

			max comp
<b>Assessment Administrator</b>			
<b>ICEA PRO07</b>		<b>step 1</b>	<b>step 5</b>
704000	Salary	\$49,848	\$59,841
720000	Longevity	0	1,800
	<b>Wages</b>	<u>\$49,848</u>	<u>\$61,641</u>
715000	FICA & Med	3,813	4,716
716020	Hlth Wvr & Surchrg	13,310	13,310
716100	Dental	828	828
716200	Vision	111	111
717	Life Insurance	101	101
717000	Disability	95	117
718000	Retirement	4,043	4,999
722000	Workers Comp	633	783
915050	Liability	1,528	1,889
722600	CARES	33	33
716040	Health Ins Trust	498	616
	<b>Total</b>	<u>\$74,842</u>	<u>\$89,145</u>
	Total Benefits	\$24,994	\$29,304

**Financial Implications:** Costs covered by **non** general fund monies.

**Other Implications:** The ICEA County Professionals are supportive.

**Staff Recommendation:** MAL \_\_ JLN \_\_ TL X TM \_\_ JC \_\_  
Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ESTABLISHMENT OF AN ASSESSMENT ADMINISTRATOR POSITION IN THE DRAIN COMMISSIONER'S OFFICE**

WHEREAS, Drain maintenance and improvements and other statutory activities under the jurisdiction and determination of the Drain Commissioner are funded through the annual Drain and other special assessments; and

WHEREAS, the Drain Commissioner has reviewed the assessment program and identified opportunities for improving efficiency, cost-effectiveness, and response to the public; and

WHEREAS, in recognition of the desirability of establishing an Assessment Administrator position, the Drain Commissioner worked with Human Resources and the ICEA County Professional Union.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes establishment of an Assessment Administrator position in the Office of the Drain Commissioner at the ICEA County Professional Pro 07 pay grade (FY 2011 range \$49,848 - \$59,841). Compensation, fringe benefits and other expenses to be provided by non general fund monies.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller / Administrator and the Budget Office to make the necessary adjustments in the 2011 Budget for the Office of the Drain Commissioner.

**INGHAM COUNTY  
JOB DESCRIPTION**

**ASSESSMENT ADMINISTRATOR**

**General Summary:**

Under the supervision of the Drain Commissioner, will prepare, review, analyze, and recommend to the Drain Commissioner the annual drain and other special assessment rolls. Responsible for the maintenance and upgrade of all technical support necessary for assessments, including but not limited to, databases and computer software and hardware. Maintains all engineering and legal records required for assessing functions. Plans and conducts all public hearings required for assessments, including the preparation of legal notices in compliance with the Drain Code and other pertinent statutes.

**Essential Functions:**

1. Prepare, review, analyze, and recommend to the Drain Commissioner the annual drain and other special assessment rolls in compliance with the Drain Code and other pertinent statutes, including but not limited to, the Inland Lake Levels Act and the County Department and Board of Public Works Act.
2. Responsible for the planning decisions and the conduct of all required public hearings and for legal notices necessary for assessments in compliance with the Drain Code and other pertinent statutes, including but not limited to, the Inland Lake Levels Act and the County Department and Board of Public Works Act.
3. Responsible for the maintenance of Drain records and other documents necessary to support the assessing function, including but not limited to, the analysis of all assessment rolls to assure that the correct tracts, parcels, and subdivisions of land are included and that the proper legal documents are on file. With regard to the maintenance of Drain records and other documents necessary to support the assessing function, shall be the primary contact with the Drainage Districts' attorneys and engineers in resolving legal and engineering matters.
4. Coordinate with other County Departments, including but not limited to, the County Treasurer and County Equalization/Tax Mapping, in the maintenance of Drain records and other documents necessary to support the assessing function.
5. Responsible for analyzing, maintaining, and updating the technical support necessary for the assessing function, including databases and computer software and hardware support.
6. Provide copies of annual drain and other special assessment rolls to municipalities and others in compliance with the Drain Code and other pertinent statutes, and reconcile issues regarding the rolls with municipal and county treasurers.
7. Interact with the public on behalf of the Drain Commissioner to answer questions and otherwise provide information regarding annual drain and other special assessments.
8. Coordinate with all Drain Office staff with job responsibilities that support assessing function to assure that the annual drain and other special assessment rolls are completed on time.

**Other Functions:**

- Performs other duties as assigned

*(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)*

**Employment Qualifications:**

**Education:** Associates Degree or equivalent. Specialized technical education in the area of complex tax assessments and paralegal work required.

**Experience:** Minimum of 2 years experience with complex drain special assessment rolls, legal descriptions of property, and drain maps. Knowledge of the Drain Code is required.

**Other Requirements:**

- Must have excellent mathematical and verbal communication skills and abilities.
- Must have experience with BSA, Filemaker, and Excel software.
- Must have a valid Michigan Driver's License and reliable transportation.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria).*

**Physical Requirements:**

- Ability to lift and carry up to 25 lbs.
- Ability to enter and access information from a computer.
- Ability to stand, sit or walk for prolonged periods of time.
- Ability to bend, stoop, kneel and crouch, climb ladders and stairs.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**Working Conditions:**

- Works in office conditions.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ACCEPTING 2010 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING  
FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
IN THE AMOUNT OF \$283,300**

WHEREAS, the Ingham County Housing Commission has applied for Community Development Block Grant funding on behalf of Ingham County from the Michigan State Housing Development Authority; and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County \$283,300, for rental rehabilitation in the Cities of Williamston and Mason; and

WHEREAS, the Ingham County Housing Commission has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Community Development Block Grant of \$283,300, from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ACCEPTING 2009 HOME GRANT FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY IN THE AMOUNT OF \$319,000**

WHEREAS, the Ingham County Housing Commission has applied for HOME Grant funding on behalf of Ingham County from the Michigan State Housing Development Authority; and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County \$319,000, for homeowner rehabilitation assistance for targeted downtown area neighborhoods in the Cities of Williamston and Mason; and

WHEREAS, the Ingham County Housing Commission has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the HOME Grant of \$319,000 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

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



**Agenda Item 4**

December 21, 2010

Mary Lannoye  
Ingham County Controller  
PO Box 319  
Mason, MI 48854

Dear Ms. Lannoye,

As you are aware, Virginia Kenney-Sweet will be retiring from her 4-H Program Assistant position at the end of January 2011. This position is an important part of providing quality youth programs in Ingham County. On behalf of the MSU Extension office, I am requesting a hiring freeze exemption for this position.

Please contact me if you have further questions or comments.

Sincerely,

Don Lehman  
MSUE District 8 Coordinator  
DL:lg

January 1, 2011

Ingham County Board of Commissioners  
County Services Committee  
Chairperson Debbie DeLeon

Dear Chairperson DeLeon:

The Ingham County Sheriff's Office is requesting a waiver of the 2011 hiring freeze for the open Office Coordinator (U.A.W.) position.

The Ingham County Sheriff's Office currently staffs, three (3) clerks' positions, (U.A.W.) in Central Records. The ICSO Office Coordinator (U.A.W) plays an important role in assigning clerical tasks to the three positions listed above as well as coordinating the Sheriff Office records section.

I am requesting a waiver of this committee on the 2011 hiring freeze so we can fill this position. We will continue to keep open a clerk's position through this hiring freeze.

Sincerely,

Sheriff Gene L. Wriggelsworth  
Ingham County Sheriff

Cc: Commissioner Andy Schor  
Commissioner Victor Celentino  
Commissioner Dale Copedge  
Commissioner Vince Dragonetti  
Commissioner Don Vickers  
Controller Mary Lannoye  
Deputy Controller John Neilsen

January 1, 2011

Ingham County Board of Commissioners  
County Services Committee  
Chairperson Debbie DeLeon

Dear Chairperson DeLeon:

The Ingham County Sheriff's Office is requesting a waiver of the 2011 hiring freeze for the open Accounts Payable (U.A.W.) position.

The Ingham County Sheriff's Office currently staffs, three (3) clerks' positions, (U.A.W.) in Central Records. The ICSO Accounts Payable (U.A.W.) position plays an important role in tracking expenditures and accounts payable for the Sheriff's Office.

I am requesting a waiver of this committee on the 2011 hiring freeze so we can fill this position. We will continue to keep open a clerk's position through this hiring freeze.

Sincerely,

Sheriff Gene L. Wriggelsworth  
Ingham County Sheriff

Cc: Commissioner Andy Schor  
Commissioner Victor Celentino  
Commissioner Mark Grebner  
Commissioner Brian Mc Grain  
Commissioner Don Vickers  
Controller Mary Lannoye  
Deputy Controller John Neilsen

## MEMORANDUM

**TO:** County Services Committee

**FROM:** Dean Sienko M.D., M.S., Health Officer/Medical Director

**DATE:** January 6, 2011

**RE:** Hiring Freeze Exemption for Full Time Communicable Disease Nurse

This is a request for an exemption from the county hiring freeze imposed in Resolution #10-301, to post and fill a 1.0 FTE Communicable Disease Nurse (CDN) position which is currently vacant. This position is funded by a combination of general fund dollars (57%) and Michigan Department of Community Health Essential Public Health Services funding (43%).

Section 333.5117 of Public Act 368 of 1978 (i.e. the Michigan Public Health Code) requires local health departments to furnish care for and prevent communicable diseases within their jurisdiction. The CDN position we wish to fill is vital to the implementation of these and other Department's statutory responsibilities as put forth in the Public Health Code.

There is an urgent need to fill this position. Our Disease Control Office has had several staffing changes including the death of the CDN who was on long term disability and the vacancy of another CDN position. The position we desire to fill has been vacant since May 2010.

Compounding the above described under-staffing, there are several communicable disease concerns which demand immediate attention. Presently, we are managing several complicated and labor intensive infectious disease cases, including a Multi-Drug Resistant Tuberculosis case and associated household contacts, pertussis outbreaks, measles suspects, as well as other routine disease control activities.

CDNs are required to investigate all reportable communicable diseases as well as participate in investigations associated with food-borne outbreaks. This position consults with physicians, school personnel, and others concerning the transmission, treatment, and containment of communicable diseases. CDNs also provide health care services, education, and interventions to clients, in accordance with public health standards.

Please let me know your response to this request for exemption to the hiring freeze.

Thank you.

**Ingham County Management Information Services**  
Tom Shewchuk, Director - Email: [tshechuk@ingham.org](mailto:tshechuk@ingham.org)

121 E. Maple Street, Mason, MI 48854  
Phone: (517) 676-7373 FAX: (517) 676-7396

To: Board of Commissioners  
From: Tom Shewchuk  
CC: Jim Hudgins  
Date: December 22, 2010  
Re: Web Content Management System Resolution

---

Dear Commissioners,

A website can be a valuable tool for any organization and the Ingham County website is no exception. Our website is in need of structural changes and software tools that will make it easier for departments to keep their websites updated. It will also allow departments to use their website as an effective tool for communications, education and doing business with their customers that can lead to a more efficient and productive operations.

Ingham County has numerous websites which make it is very challenging to administer. Our current web administration model places the responsibility on each individual department to keep their web site updated. This can be technically difficult for some of the department Web Masters. Some departments do a better job than others but he result is an inconsistent look and feel across the Ingham County web site.

A Web Content Management System (MCS) will make it easier for departments to administer their web site and give them access to tools that will make their websites more efficient and effective. The Web Masters group solicited proposals and interviewed 3 companies. The companies and their pricing are as follows:

- Artemis - \$20,750.00
- Dreamscape - \$11,589.00 - \$14,869.00
- Web Ascender - \$14,200.00

It is our recommendation to engage Web Ascender to restructure our current website template and to provide a CMS application because of their experience, attention to detail and web development methodology.

Thank you in advance for your time and consideration. Please feel free to contact me directly if you have any questions.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF A COUNTY-WIDE WEB SITE CONTENT MANAGEMENT SYSTEM (CMS) AND SERVICES FROM WEB ASCENDER**

WHEREAS, the Ingham County web site along with other web sites have become a primary means of doing business with customers; and

WHEREAS, Ingham County departments currently maintain their individual web sites using a set of individual web development tools that can be technically challenging; and

WHEREAS, the current Ingham County website has an inconsistent look and feel that can be confusing for visitors; and

WHEREAS, a web Content Management System (CMS) will reduce the amount of time each department spends adding and editing content on their website, it will provide a set of easy-to-use tools to make their website more user-friendly that will lead to a better customer experience, and will allow departments to do business with their clients more efficiently thus allowing the department to be more productive; and

WHEREAS, a core Web Masters group consisting of representatives from Management Information Services, Board of Commissioners, Sheriff's Office and the Health Department sought and reviewed 3 proposals for re-designing our website's master template and a new CMS application; and

WHEREAS, after careful consideration the Web Masters group recommends Web Ascender, at a total cost of \$14,200.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of web services and a CMS in the amount of \$14,200.00 to be paid from the County's Network Fund (245-25810-932030).

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

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

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE ANNUAL MAINTENANCE OF OUR EXAGRID  
BACKUP APPLIANCES FROM CDW-G**

WHEREAS, the Ingham County network data is backed up nightly on two Exagrid Disk Backup Appliances;  
and

WHEREAS, these appliances are critical to maintaining a copy of all County information in case of a failure;  
and

WHEREAS, these appliances require hardware and software maintenance in order to maintain current software  
levels and timely replacement of hardware if needed; and

WHEREAS, the total cost for 12 months of annual maintenance for these appliances is \$11,728.09.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the  
Exagrid Annual Maintenance from a CDW-G (government co-operative contract) in the amount of \$11,728.09.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund (245-25810-  
932030).

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

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

**From:** <seanber@cdwg.com>  
**To:** <jvanderschaaf@ingham.org>  
**Date:** 12/2/2010 8:16 AM  
**Subject:** CDW-G Quote WCT0427

Jeff,  
Here is your latest quote

-----  
This e-mail best viewed in a fixed font such as Courier.

JEFF VANDERSCHAFF

Thank you for choosing CDW-G for your computing needs. Following are the details of your quote.

Quote Date: 12/02/2010  
Quote Number: WCT0427  
P.O. Number: EXAGRID MAINT IQUOTE  
Customer#: 8634052

Payment Terms: Request Terms  
Shipped Via: DROP SHIP-GROUND

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QTY	ITEM	DESCRIPTION /MFG. PART NUMBER	UNIT PRICE	EXT. PRICE
1	1892123	EXAGRID 1YR SUP MNT EXD-EX-1YR-MS Contract: MARKET	8571.87	8571.87
		EXAGRID 1YR SUP MNT 10TB SN#LZ1890001 EFFECTIVE 02/10/11-02/09/12		
1	1892123	EXAGRID 1YR SUP MNT EXD-EX-1YR-MS Contract: MARKET	3156.22	3156.22
		EXAGRID 1YR SUP MNT 10TB SN#MH6205001 EFFECTIVE 10/07/11-02/09/12		
Subtotal		11,728.09		
Freight		.00		
Sales Tax		.00		
Total		11,728.09		

=====

Ship To:	Bill To:
INGHAM COUNTY	JEFF VANDERSCHAFF
121 E MAPLE ST	121 E MAPLE ST
JEFF VANDERSCHAFF	INGHAM COUNTY
MASON MI 48854-1655	MASON MI 48854-1655

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**Ingham County Management Information Services**  
Tom Shewchuk, Director - Email: [tshechuk@ingham.org](mailto:tshechuk@ingham.org)

121 E. Maple Street, Mason, MI 48854  
Phone: (517) 676-7373 FAX: (517) 676-7396

To: Board of Commissioners  
From: Tom Shewchuk  
Date: January 6, 2011  
Re: Novell GroupWise to Microsoft Exchange Migration Resolution

---

Dear Commissioners,

MIS is recommending Ingham County migrate from our current Novell GroupWise email system to a Microsoft Exchange email system. Following are the reasons why:

- Novell GroupWise has been in place for over 10 years in Ingham County. Support from Novell will be discontinued in the near future which means no new versions of the software are being developed and if we have a problem Novell is not required to support or fix the problem.
- Over the years Novell has lost significant market share and is no longer a viable competitor to today's popular email systems such as Microsoft Exchange, Google Mail and IBM Lotus Notes.
- Ingham County is required to pay an annual maintenance fee for using our GroupWise email system. This fee is based on the amount of email mailboxes the County utilizes and our fee for 2010/2011 was \$32,435.76. Our pricing was based on the State of Michigan contract which has expired because the state is also moving to Exchange (the state is near completion on their migration). In the future Novell is not limited to a specific discount and I am confident the annual fee will only go higher.

MIS researched the most popular email systems and determined it would be most cost effective to migrate to Microsoft Exchange on the Ingham County network at an estimated total cost of \$119,927.05. This approach will eliminate the need for annual re-occurring costs and in the long-term (2-3 years) be less costly for Ingham County. The other viable options were hosted solutions where the county's email would run on a server located at Google or Microsoft. Google's price was \$50.00 per mailbox per year or \$70,000 (\$50 x 1400) and Microsoft's solution was \$37.00 per mailbox per year or \$51,800 (\$37 X 1400). The disadvantages to these solutions are the annual re-occurring costs, the county's information would be located outside the county network on a Google or Microsoft server, and there would be migration fees up-and-above the annual fees to integrate Google into the Ingham County network.

Microsoft is an industry leader with over 50% of the industries market share for email applications. It is the most cost effective solution of the viable email solutions. It is widely compatible with most, if not all of our applications, which allows for more efficient operations. Most of the new applications being developed and deployed in Ingham County are compatible with Exchange, not Novell. Departments and users have been requesting Exchange for their new applications such as the Electronics Medical Records application for the Health Department, mobile support for Blackberry, iPhones, and Google phones, desktop faxing, etc... MIS' application and software development platform is based on Microsoft and because of Microsoft's popularity it will reduce costs in cases where we have to integrate email, such as Imaging.

Thank you in advance for your consideration. Please contact me if you have any questions.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH CDW-G FOR  
MIGRATION TO THE MICROSOFT EXCHANGE EMAIL SOFTWARE**

WHEREAS, Ingham County has been utilizing the Novell GroupWise email software for over 10 years; and

WHEREAS, GroupWise is approaching end-of-life, our current version is no longer being developed and will no longer be supported, and is in need of replacement; and

WHEREAS, Management Information Services (MIS) researched multiple solutions to replace GroupWise and recommends migrating from GroupWise to Microsoft Exchange; and

WHEREAS, Microsoft Exchange is one of the most widely utilized email systems, it integrates into a majority of our current systems (many of which are Microsoft), and it gives MIS the ability to provide our users with many of the state-of-the-art tools that will lead to greater efficiency and productivity; and

WHEREAS, the total cost of the hardware, software and installation for this upgrade is \$119,927.05 and a 5% contingency of \$5996.35, is recommended due the complexity and scope of this project.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of Microsoft Exchange from the government co-operative CDW-G contract (U.S. General Services Administration Contract, contract number GS-35F-0195J ) in the amount of \$119,927.05.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund (245-25810-932030).

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

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



The Right Technology.  
Right Away.<sup>SM</sup>  
www.CDWG.com  
800-808-4239

# SALES QUOTATION

ACCOUNT NO	DATE
VXSS258	6143532
	11/08/2010

STEVE WALTERS  
B 121 E MAPLE ST  
L INGHAM COUNTY  
T MASON, MI 48854-1655  
O

INGHAM COUNTY  
S 121 E MAPLE ST  
H  
I  
P  
T MASON, MI 48854-1655  
O Contact: STEVE WALTERS 517-676-7373

Customer Phone # 5176767360

Customer P.O. # QUBST GW MIGRATION F/EXCH

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877-325-3701	ELECTRONIC DISTRIB	Request Terms	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1,400	1027453	QUBST GW MIG F/EXCH Mfg#: QUS-9923-11373 Contract: MARKET	19.76	27664.00
		SUBTOTAL		27664.00
		FREIGHT		.00
		SALES TAX		.00

**TOTAL** US Currency  
27,664.00

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-705-8283

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

Total	27,664.00
FMV Lease Option	813.32/Month
Total	27,664.00
\$BO Lease Option	886.08/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact you Account Manager for details. Payment quoted subject to change. \*\*

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#### Why finance?

- \* Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- \* Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- \* Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- \* Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term. And choose to return or purchase the equipment at end of lease.
- \* Bundle Costs. You can combine hardware, software, and services into a single transaction! Which means you can pay for your software licenses over time. We know your challenges and understand the need for flexibility.

#### General Terms and Conditions:

\*\*This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.



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Right Away.™

www.CDWG.com  
800-808-4239

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO	DATE
VSW6729	6143532	10/12/2010

STEVE WALTERS  
121 E MAPLE ST  
INGHAM COUNTY  
MASON, MI 48854-1655

INGHAM COUNTY  
121 E MAPLE ST  
STEVE WALTERS  
MASON, MI 48854-1655  
Contact: STEVE WALTERS 517-676-7373

Customer Phone # 5176767360

Customer P.O. # MICROSOFT EXCH QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877-325-3701	ELECTRONIC DISTRIB	Request Terms	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1,400	1918312	MS SLD EXCH STD DCAL 2010 Mfg#: MLD-381-04224 Contract: MARKET	45.48	63672.00
1	1918315	MS SLD EXCH SRV ENT 2010 Mfg#: MLD-395-04385 Contract: MARKET	2706.05	2706.05
SUBTOTAL				66378.05
FREIGHT				.00
SALES TAX				.00

**TOTAL** US Currency 66,378.05

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-705-8283

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

Total	66,378.05
FMV Lease Option	1,951.51/Month
Total	66,378.05
\$BO Lease Option	2,119.45/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact you Account Manager for details. Payment quoted subject to change. \*\*

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#### Why finance?

- \* Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- \* Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- \* Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- \* Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term. And choose to return or purchase the equipment at end of lease.
- \* Bundle Costs. You can combine hardware, software, and services into a single transaction! Which means you can pay for your software licenses over time. We know your challenges and understand the need for flexibility.

#### General Terms and Conditions:

\*\*This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

**INGHAM COUNTY**  
**Financial Services Department**

Jill Rhode, Director

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P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Ingham County Board of Commissioner  
FROM: Jill Rhode, Director of Financial Services  
RE: Section 125 Plan Amendment  
DATE: January 3, 2011

The IRS code Section 125 allows employees to make health care related payments on a pre-tax basis. The employer is required to have a plan formal plan in place. The County has had a plan in place for many years.

These plans should be reviewed periodically to determine that they are in full compliance with all Federal and State regulations. With the recent changes in health care regulations and changes with some of our voluntary benefit vendors, we determined it was time to review and revise our existing plan.

Attached is a revised Section 125 Flexible Benefit plan along with an amendment prepared by Fraser Trebilcock, Davis & Dunlap. Also attached is a resolution affirming the plan and the amendment.

This is just a revision and formalization to our existing plan. Other than the changes needed due to the health care reform, there are no material changes to this plan or to our employees benefits.

If you have questions or wish to discuss, please contact me.



**INGHAM COUNTY**

**RESOLUTIONS TO BE ADOPTED BY THE BOARD OF COMMISSIONERS**

A Meeting of the Board of Commissioners of Ingham County (the "Company") was held on \_\_\_\_\_, 2011. Sufficient members were present to constitute a quorum of the Board of Commissioners of the Company. Following a reading of the Plan and the Amendment and an extensive discussion concerning the provisions, the following resolutions were, upon motion duly made, unanimously adopted:

**RESOLVED**, that Ingham County's adoption of the Ingham County Section 125 Amended and Restated Flexible Benefit Plan ("Plan"), effective as of the dates contained therein, is affirmed and ratified.

**RESOLVED**, that Ingham County's adoption of Amendment No. 1 to the Ingham County Section 125 Amended and Restated Flexible Benefit Plan ("Amendment"), effective as of the dates contained therein, is affirmed and ratified.

**RESOLVED FURTHER**, that the actions of the Controller – Administrator, Mary Lannoye, necessary to adopt the Plan and Amendment on behalf of Ingham County are hereby affirmed and ratified.

**RESOLVED FURTHER**, that the Controller – Administrator is authorized to take further actions on behalf of Ingham County that are necessary to execute any future amendment to or restatement of the Plan and that such amendment or restatement will be adopted by Ingham County, effective as of the dates contained therein, without need for a further Resolution or Board of Commissioners involvement.

I certify that the above is a true and complete record of action taken by the Board of Commissioners of Ingham County on the \_\_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_

Its: \_\_\_\_\_



**AMENDMENT NO. 1 TO THE INGHAM COUNTY  
SECTION 125 AMENDED AND RESTATED FLEXIBLE BENEFIT PLAN**

Amendment No. 1 to the Ingham County Section 125 Amended and Restated Flexible Benefit Plan (the "Plan") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

1. Section 1.9 of the Plan is amended in its entirety, effective January 1, 2011, to read as follows:

1.9 "Dependent" generally means a Participant's Spouse and any person who is a dependent of the Participant within the meaning of Code section 152, as modified by Code section 105(b) and section 106 and the regulations and other authority thereunder. Effective January 1, 2011, the definition of "Dependent" for purposes of Section 1.45 and Article 7 is expanded to include an adult child until the end of the month in which the child turns 26 years of age. However, for plan years beginning before January 1, 2014, coverage for Dependent children shall not be made available to an adult child who is eligible to enroll in an eligible employer-sponsored health plan (as defined in Code section 5000A(f)(2)) other than a group health plan of a parent for as long as this Plan is deemed a Grandfathered Plan. A "child" for this purpose is defined as a son, daughter, stepson, stepdaughter, or eligible foster child of the Participant as defined in Code section 152(f)(1). The definition of "child" for this purpose shall not include a child of the Participant's child. For purposes of Sections 1.11 and 1.12 and Article 6, "Dependent" means any individual who is either a dependent of the Participant (who is a qualifying child within the meaning of Code section 152) who is under the age of 13, or a Participant's spouse or dependent (as defined in Code section 152, determined without regard to subsections (b)(1), (b)(2), and (d)(1)(B)) who is physically or mentally incapable of caring for himself or herself and has the same principal place of abode as the Participant for more than one-half of such taxable year. In circumstances of divorced or legally separated parents (or parents who live apart at all times during the last six months of the calendar year), a child as provided above and in Code section 152(e) and section 21(e)(5) will be the "Dependent" of the parent having custody for the greater portion of the calendar year. It is the intent of this provision to comply with the provisions of ERISA Section 609(c). Notwithstanding the foregoing, the Plan will provide benefits in accordance with the applicable requirements of any QMCSO, even if the child does not meet the definition of "Dependent."

2. Section 1.21A of the Plan is added in its entirety, effective immediately, to read as follows:

1.21A "Grandfathered Plan" means a group health plan or health insurance coverage which had an individual enrolled in it on March 23, 2010 (and for as long as it maintains that status under the PPACA and its implementing regulations).

3. Section 1.38A of the Plan is added in its entirety, effective immediately, to read as follows:

1.38A "PPACA" means the Patient Protection and Affordable Care Act of 2010, as amended by the Health Care and Education Reconciliation Act of 2010, and as may be further amended from time to time. References in the Plan to any PPACA section shall include any comparable or succeeding provisions of any legislation which amends, supplements, or replaces the section.

4. Section 1.45 of the Plan is amended in its entirety, effective January 1, 2011, to read as follows:

1.45 “Qualifying Medical Care Expenses” for:

(a) General-Purpose Medical Expense Reimbursement benefits, means expenses incurred by a Participant, or by the Spouse or Dependent of the Participant, for medical care as defined in Code section 213(d), but only to the extent that the Participant or other persons incurring the expense are not reimbursed for the expense through insurance or otherwise. If only a portion of the Medical Care Expense has been reimbursed elsewhere, the Plan may reimburse the remaining portion of the expense if it otherwise meets this definition. Furthermore, a Participant may not be reimbursed for “qualified long-term care services” as defined in Code section 7702B(c). With the exception of advance payments for orthodontia, Qualifying Medical Care Expenses are incurred at the time the services to which the expense relates are rendered, regardless of when the Participant is charged for the services. Effective for taxable years beginning on or after January 1, 2011, Qualifying Medical Care Expenses shall include expenses incurred for a medicine or a drug only if such medicine or drug is a prescribed drug (determined without regard to whether such drug is available without a prescription) or is insulin;

(b) Limited-Purpose Medical Expense Reimbursement benefits, means the expenses described in Section 1.45(a), but are limited to coverage expenses for vision care, dental care, or preventive care (as defined in Code section 223(c)) only;

(c) Post-Deductible Medical Expense Reimbursement benefits, means the expenses described in Section 1.45(a), but are limited to expenses for services incurred after the Medical Expense Reimbursement Plan deductible has been met.

5. Section 9.4A of the Plan is added in its entirety, effective January 1, 2011, to read as follows:

**9.4A PPACA Special Enrollment.** Currently, under Treas. Reg. §1.125-4(c), a cafeteria plan may only permit an employee to revoke an election during a period of coverage and to make a new election in limited circumstances. This regulation currently does not permit election changes for adult children who become eligible for a group health plan or group health insurance coverage under the PPACA or individuals who become eligible for benefits not subject to a lifetime limit on the dollar value of all benefits under the PPACA. However, it is the intent of the IRS and the Treasury to amend Treas. Reg. §1.125-4(c) to include the change in status events described in the PPACA and this Section. Once the IRS and/or Treasury make this change, this Plan will allow a mid-year election to conform with the following PPACA special enrollment rights:

Effective the first day of the first plan year beginning on or after September 23, 2010, the PPACA and its implementing regulations provide a 30-day special enrollment right for (1) any child (i) whose coverage ended, or who was denied coverage (or was not eligible for coverage) under a group health plan or group health insurance coverage because, under the terms of the plan or coverage, the availability of dependent coverage of children ended before the attainment of age 26; and (ii) who becomes eligible (or is required to become eligible) for coverage under a group health plan or group health insurance coverage on the first day of the first plan year beginning on or after September 23, 2010; and (2) any individual (i) whose coverage or benefits under a



group health plan or group health insurance coverage ended by reason of reaching a lifetime limit on the dollar value of all benefits for any individual; and (ii) who becomes eligible (or is required to become eligible) for benefits not subject to a lifetime limit on the dollar value of all benefits under the group health plan or group health insurance coverage on the first day of the first plan year beginning on or after September 23, 2010. This Section only applies to group health plan coverage covering two or more Employees within the Component Benefit Programs. This Section does not apply to retiree-only plans, limited-scope vision or limited-scope dental plans, accident or disability plans, life insurance, health flexible spending accounts, or other Component Benefit Programs that qualify as "excepted benefits," as defined in Treasury Regulation section 54.9831-1(c).

6. Section 14.21A of the Plan is added in its entirety, effective immediately, to read as follows:

14.21A Patient Protection and Affordable Care Act of 2010 (PPACA). Notwithstanding any provision of this Plan to the contrary, in the event any benefit under this Plan becomes subject to the requirements of PPACA, this Plan shall be operated in accordance with PPACA and any regulations thereunder.

Executed on the date first written above.

**INGHAM COUNTY**

By: \_\_\_\_\_  
Mary Lannoye, Controller - Administrator

Amendment No. 1 to the  
Ingham County  
Section 125 Amended and Restated Flexible Benefit Plan  
Drafted By:

Elizabeth H. Latchana, Esq.  
Fraser Trebilcock Davis & Dunlap, P.C.  
124 West Allegan, Suite 1000  
Lansing, Michigan 48933  
(517) 482-5800

# MEMO

**Date:** November 30, 2010  
**To:** County Services Committee  
**From:** Willis Bennett, Parks Director  
**Re:** Establishment of Non-Resident Fees for the Burchfield Exploring Nature Day Camp

Board of Commissioner Resolution #05-295 requires 60 day written advance notification be provided for review before park fees are implemented. This memo is to inform the committee of the intention of the Parks & Recreation Commission to authorize a non-resident enrollment rate to the fee schedule for the Burchfield Exploring Nature Day Camp.

The Parks and Recreation Commission Resolution indicates that fees and charges for Exploring Nature Day Camp be established at a level that allows the program to operate on a break even or better basis.

Currently, residents and non-Ingham County residents pay the same rate of \$80.00 for the 9:00am to 4:00pm session and \$110.00 for the 7:30am to 5:30pm extended session.

Resolution #37-10, passed by the Parks & Recreation Commission on November 22, 2010, sets the non-Ingham County resident rates at \$90.00 for the 9:00am to 4:00pm session and \$120.00 for the 7:30am to 5:30pm extended session.

Attached: Parks Resolution #37-10

## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of November 22, 2010  
RESOLUTION #37-10

### RESOLUTION ESTABLISHING A NON-RESIDENT RATE FOR EXPLORING NATURE DAY CAMP

**WHEREAS**, Resolution #08-05 stated that fees and charges for Exploring Nature Day Camp be established at a level that allowed the program to operate on a break even or better basis, and authorized the Director to establish operating conditions, hours, fees and charges; and

**WHEREAS**, at the direction of the Parks & Recreation Commission staff determined other area camps charge a non-resident rate; and

**WHEREAS**, the following fee schedule was established by Resolution #03-07 for a 5 day camp:

\$80.00 for the 9:00am to 4:00pm session  
\$110.00 for the 7:30am to 5:30pm extended session

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks & Recreation Commission concurs with the Parks Department staff recommendation to establish a non-Ingham County resident rate for Exploring Nature Day Camp.

**BE IT FURTHER RESOLVED**, that the following fee schedule be established to recognize the non-Ingham County resident aspect of Exploring Nature Day Camp enrollment.

\$90.00 non-Ingham County resident rate for the 9:00am to 4:00pm session  
\$120.00 non-Ingham County resident rate for the 7:30am to 5:30pm extended session

**BE IT FURTHER RESOLVED**, pursuant to Board of Commissioner Resolution #05-295, if the proposed fee has not been rejected by the Board of Commissioners by official resolution within 60 days of such notification the fee may be considered effective.

**Moved by** Mr. Czarnecki and **Supported by** Commissioner Davis that Resolution #37-10 be approved. **Yes-6; No-1 (Propst). MOTION CARRIED.**

RESOLUTION STAFF REVIEW                      DATE    January 5, 2011

Agenda Item Title:                      Resolution Authorizing an Extension of the Contract Between Republics/Allied Waste Services of Western Michigan and Ingham County for Dumpster Service at all Ingham County Parks

Submitted by:                              Ingham County Parks & Recreation Commission

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

**Summary of Proposed Action:**

The current contract with Allied Waste Services of Western Michigan for dumpster service for all Ingham County Parks was approved by Resolution #09-007 and included an option to extend the term of the Agreement for three years upon written consent by both the County and Allied Waste Services.

The Parks Department is satisfied with the services and pricing provided by Allied Waste Services and desires to exercise its option to extend the contract for an additional year. Republic/Allied Waste Services has provided a written proposal to the County to extend the contract through December 31, 2011 at an annual cost not to exceed \$16,486. The 2010 annual cost for this contract was \$16,533.

The Purchasing Department supports the extension of this contract. This resolution will run concurrent with the January 24<sup>th</sup> Parks & Recreation Commission meeting.

This resolution authorizes the one-year contract extension with Republic/Allied of Western Michigan through December 31, 2011 for dumpster service at all Ingham County Parks in an amount not to exceed \$16,486.

**Financial Implications:**

This resolution authorizes the extension of the original contract through December 31, 2011, with an option to renew the contract through December 31, 2012 provided however, the Contractor's costs do not increase more than 1% over 2011 costs.

**Other Implications:**

**Staff Recommendation:**    MAL X    JLN \_\_\_\_    TL \_\_\_\_    TM \_\_\_\_    JC \_\_\_\_  
Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN EXTENSION OF THE CONTRACT BETWEEN  
REPUBLICS/ALLIED WASTE SERVICES OF WESTERN MICHIGAN AND INGHAM COUNTY  
FOR DUMPSTER SERVICE AT ALL INGHAM COUNTY PARKS**

WHEREAS, the current contract with Allied Waste Services of Western Michigan for dumpster service for all Ingham County Parks was approved by Resolution #09-007 and included an option to extend the term of the Agreement for three years upon written consent by both the County and Allied Waste Services; and

WHEREAS, the Parks Department is satisfied with the services and pricing provided by Allied Waste Services and desires to exercise its option to extend the contract for an additional year; and

WHEREAS, Republic/Allied Waste Services has provided a written proposal to the County to extend the contract through December 31, 2011, at an annual cost not to exceed \$16,486; and

WHEREAS, the 2010 annual cost for this contract was \$16,533; and

WHEREAS, the Purchasing Department supports the extension of this contract; and

WHEREAS, the Parks & Recreation Commission recommends that the Board of Commissioners approve the contract extension.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the one-year contract extension with Republic/Allied of Western Michigan through December 31, 2011 for dumpster service at all Ingham County Parks in an amount not to exceed \$16,486.

BE IT FURTHER RESOLVED, that upon the mutual written consent of both the County and Contractor, the Board of Commissioners also approves extending the contract with Allied Waste Services for an additional year to December 31, 2012, provided however, the Contractor's costs do not increase more than 1% over 2011 costs.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County attorney.

**MEMORANDUM**

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: January 6, 2011

SUBJECT: Proposal Summary – Vending Machines Services

Project Description:

This project involved soliciting proposals from qualified and experienced vendors interested in entering into a three-contract with the County to provide beverage vending machines and product at three county parks: Burchfield Park, Lake Lansing Park, and Hawk Island Park. Inclusive of the RFP was to evaluate as many different options with respect to the placement of the vending machines, including, but not limited to, sponsoring options (e.g. banners, field signage, etc.), promotional incentives, advertisements, and commission/rebate options.

Proposal Summary:

Vendors contacted: 6                      Local: 2  
 Vendors responding: 3                      Local: 1

<b>Company Name</b>	<b>Proposal</b>	<b>Local</b>
Dr. Pepper/Snapple Group	40% commission on all product priced @ \$1.25; no extra delivery fees for concession sales	N, Grand Ledge
Coca-Cola Refreshments	30% commission on carbonated drinks; 20% commission on non-carbonated beverages; 10 case minimum order or \$15 delivery fee added for concession sales.	N, Lansing (Eaton)
Federal Beverage, Inc.	20% commission on all product priced @ \$1.25; 25% commission on all product priced @ \$1.35	Y, Lansing
Canteen Services	Late - proposal was rejected.	N, Lansing (Clinton)
BH Vending	No proposal submitted.	Y, Williamston

Recommendation:

The Evaluation Committee recommends awarding a three-year contract to Dr. Pepper/Snapple Group according to its proposal dated December 12, 2010. This recommendation is based primarily on Dr. Pepper proposing the most financially advantageous proposal to the County. Dr. Pepper will also provide and place all equipment and vending machines, repair and maintain the equipment and machines based on need or predetermined service intervals during the term of the 3-year agreement.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department's Web Page.



**RESOLUTION STAFF REVIEW**

**DATE**

January 5, 2011

**Agenda Item Title:**

Resolution Authorizing a Contract with the Dr. Pepper/Snapple Group for Vending Machine Service at All Ingham County Parks

**Submitted by:**

Ingham County Parks & Recreation Commission

**Committees:**

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

**Summary of Proposed Action:**

The current contract with the Dr. Pepper Snapple Group expires on March 31, 2011. The Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals for vending machine service for the Ingham County Parks system from qualified companies pursuant to County guidelines. The bids were reviewed by the Ingham County Purchasing and Parks Department, and both were in agreement that the Dr. Pepper Snapple Group met all specifications and requirements.

The Purchasing Department recommends the proposal submitted by the Dr. Pepper Snapple Group of Grand Ledge, Michigan be accepted. This resolution will run concurrent with the Parks & Recreation Commission at their January 24, 2010 Commission meeting.

**Financial Implications:**

None.

**Other Implications:**

**Staff Recommendation:** MAL\_ X\_ JLN \_\_\_\_ TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_

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

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH THE DR. PEPPER/SNAPPLE GROUP  
FOR VENDING MACHINE SERVICE AT ALL  
INGHAM COUNTY PARKS**

WHEREAS, the current contract with the Dr. Pepper Snapple Group expires on March 31, 2011; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals for vending machine service for the Ingham County Parks system from qualified companies pursuant to County guidelines; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Parks Department, and were in agreement that the Dr. Pepper Snapple Group met all specifications and requirements; and

WHEREAS, the Purchasing Department recommends the proposal submitted by the Dr. Pepper Snapple Group of Grand Ledge, Michigan be accepted; and

WHEREAS, the Parks & Recreation Commission supported this resolution at their January 24, 2011 Commission meeting.

BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the Dr. Pepper Snapple Group of Grand Ledge, Michigan for vending machines for the Ingham County Parks Department.

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

RESOLUTION STAFF REVIEW                      DATE     January 5, 2010

Agenda Item Title:                      Resolution to Amend the 2010 Potter Park Zoo Master Plan

Submitted by:                              Ingham County Parks & Recreation Commission

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

**Summary of Proposed Action:**

In 2010 the Board of Commissioners passed Resolution #10-037 adopting a new Potter Park Zoo Master Plan. The new plan is laid out by world regions with a new area focused on North American. The master plan lists current projects as; the Rhinoceros exhibit, Meerkat exhibit and Eagle owl exhibit. The Eagle owl exhibit was completed in 2010 and the Rhinoceros exhibit will be completed in 2011.

In 2010, \$58,000 of the \$100,000 of funding planned for the Meerkat exhibit renovation was transferred to the Rhinoceros exhibit. This leaves a balance of \$42,000 in the Meerkat exhibit which is insufficient to complete a renovation, without a significant fund raising campaign. In the new master plan the Meerkat exhibit is located in a new location. During the course of implementing the zoo master plan, constructing a new Meerkat exhibit which will be located in the Lake Tanganyika region, should be done when that region of the zoo is embarked upon.

In 2011 the Potter Park Zoological Society will start a capital campaign that will concurrently seek financial support for phase one, Michigan Great Lakes, as well as phase two, the Animal Health Care and Teaching Facility. The Zoo Board and Parks & Recreation Commission supported the amendment of the Potter Park Zoo Master Plan at their December 2010 meetings.

This resolution authorizes the removal of the Meerkat exhibit from the Potter Park Zoo approved 2010 CIP project list and approves the amendment of the 2010 Potter Park Zoo Master Plan to reflect this change.

**Financial Implications:**

None.

**Other Implications:**

The goals and objectives for 2010 through 2030, as stated in the amended 2010 Master Plan, shall be construed as desirable goals only with no implied commitment on the part of the Board of Commissioners to fund any particular recommendation contained therein.

**Staff Recommendation:**    MAL X    JLN \_\_\_\_    TL \_\_\_\_    TM \_\_\_\_    JC \_\_\_\_

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE 2010 POTTER PARK ZOO MASTER PLAN**

WHEREAS, in 2010 the Ingham County Board of Commissioners passed Resolution #10-037 adopting a new Potter Park Zoo Master Plan; and

WHEREAS, the new plan is laid out by world regions with a new area focused on North America; and

WHEREAS, the master plan lists current projects as; the Rhinoceros Exhibit, Meerkat Exhibit and Eagle Owl Exhibit; and

WHEREAS, the Eagle Owl Exhibit was completed in 2010 and the Rhinoceros Exhibit will be completed in 2011; and

WHEREAS, in 2010, \$58,000 of the \$100,000 of funding planned for the Meerkat Exhibit renovation was transferred to the Rhinoceros Exhibit; and

WHEREAS, this leaves a balance of \$42,000 in the Meerkat Exhibit which is insufficient to complete a renovation, without a significant fund raising campaign; and

WHEREAS, in the new master plan the Meerkat Exhibit is located in a new location; and

WHEREAS, during the course of implementing the zoo master plan, constructing a new Meerkat Exhibit which will be located in the Lake Tanganyika region, should be done when that region of the zoo is embarked upon; and

WHEREAS, in 2011 the Potter Park Zoological Society will start a capital campaign that will concurrently seek financial support for phase one, Michigan Great Lakes, as well as phase two, the Animal Health Care and Teaching Facility; and

WHEREAS, the Zoo Board and Parks & Recreation Commission supported the amendment of the Potter Park Zoo Master Plan at their December 2010 meetings.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the removal of the Meerkat exhibit from the Potter Park Zoo approved 2010 CIP project list and approves the amendment of the 2010 Potter Park Zoo Master Plan to reflect this change.

BE IT FURTHER RESOLVED, that the goals and objectives for 2010 through 2030, as stated in the amended 2010 Master Plan, shall be construed as desirable goals only with no implied commitment on the part of the Board of Commissioners to fund any particular recommendation contained therein.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DENNIS B. PROBST**

WHEREAS, since his appointment to the Parks & Recreation Commission in June of 1997 Dennis Propst has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which he lives; and

WHEREAS, Dennis' experience, integrity, and diligence were key elements contributing to the successful transition from the Board of Ingham County Parks Trustees to the Ingham County Parks & Recreation Commission in 1997; and

WHEREAS, in addition to serving on both the Planning & Community Outreach and Budget Committees Dennis has held many positions while serving on the Parks & Recreation Commission, he served as Commission Chair from 2002-2004; as Commission Treasurer from 1998-1999; as Chair of the Budget and Personnel Committee in 1998; and as the Chair of the Planning & Community Outreach Committee in 2005 and from 2009-2010; and

WHEREAS, Dennis was able to bring into the Parks and Recreation Commission's deliberations relevant ideas and insights from his position as a professor in the Michigan State University Department of Community, Agriculture, Recreation & Resource Studies experience; and

WHEREAS, through his position as a professor at Michigan State University Dennis was able to form a partnership between CARRS students and Ingham County Park Managers to bring students and field projects such as GPS Mapping and forestry projects to the parks; and

WHEREAS, Dennis played a central role in organizing Focus Groups for community needs assessments used in the development of the 2001 and 2007 Ingham County Parks Master Plans; and

WHEREAS, through his diligence, tact, and personal integrity, he has promoted a relationship of mutual respect, understanding, and cooperation between the Ingham County Parks & Recreation Commission, other local governmental agencies, and the community at large; and

WHEREAS, throughout his 13 1/2 year term as a Parks and Recreation Commission member, Dennis has helped to advance, develop, and implement effective parks policies; and

WHEREAS, Dennis' efforts have contributed to the Parks Department's ability to provide exceptional service to the citizens of Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, by adoption of this resolution, recognizes the impact and quality of Mr. Propst's work, and expresses its sincere appreciation to him for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends to Mr. Propst its best wishes for continued success in all his future endeavors.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING MICHAEL MCDONALD**

WHEREAS, since his appointment to the Parks & Recreation Commission in March of 1999 Michael McDonald has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which he lives; and

WHEREAS, in addition to serving on both the Planning & Community Outreach and Budget Committees Mike has held many positions while serving on the Parks & Recreation Commission, he served as Commission Chair from 2006-2010; as Commission Vice Chair from 2002-2004; and as the Chair of the Planning & Community Outreach Committee in from 2000-2004; and

WHEREAS, as a 32 year veteran of the Michigan Department of Natural Resources Mike was able to bring into the Parks and Recreation Commission's deliberations relevant ideas and insights from his position as a Park Ranger, Grants Coordinator, District Business Executive, Grants Manager, Program Manager of the Michigan Recreation Bond Program, and Grants Section Supervisor of the Land and Water Conservation Fund and the Michigan Natural Resources Trust Fund Recreation Bond; and

WHEREAS, Mike actively promoted Ingham County Parks as a member of the Michigan Association of County Parks & Recreation Officials; the Michigan Recreation & Park Association and served on their Public Policy Committee; the National Park and Recreation Association; as a Citizen Representative of the National Forum of the Great Lakes Regional Council; the Meridian Township Harrison Nature Center Foundation Board, the Heart of Michigan Trails Committee, the Governor's Citizen's Committee for Michigan State Parks; and Chair of the Citizen's Committee for Michigan State Parks Stewardship Subcommittee; and

WHEREAS, through his diligence, tact, and personal integrity, he has promoted a relationship of mutual respect, understanding, and cooperation between the Ingham County Parks & Recreation Commission, other local governmental agencies, and the community at large; and

WHEREAS, throughout his 11 ½ year term as a Parks and Recreation Commission member, Mike has helped to advance, develop, and implement effective parks policies; and

WHEREAS, Mike's efforts and deep commitment to trails have contributed to the Parks Department's ability to provide exceptional service to the citizens of Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, by adoption of this resolution, recognizes the impact and quality of Mr. McDonald's work, and expresses its sincere appreciation to him for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends to Mr. McDonald its best wishes for continued success in all his future endeavors.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE HUMAN RESOURCES DEPARTMENT TO CONTRACT  
WITH THE INGHAM COUNTY ROAD COMMISSION TO PROVIDE LIMITED HUMAN  
RESOURCES SERVICES**

WHEREAS, the Ingham County Road Commission has recently reviewed and evaluated their organizational personnel functions; and

WHEREAS, the Ingham County Road Commission is interested in contracting with the Ingham County Human Resources Department to provide certain limited human resource services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract between the County and the Ingham County Road Commission for human resource services from February 11, 2011 through December 31, 2011, to be renewed automatically each year on an annual basis, thereafter as long as the two entities agree to maintain the contractual services.

BE IT FURTHER RESOLVED, that services shall be provided by existing Human Resources Staff and billed to the Ingham County Road Commission on a time and materials basis including an administrative service fee; actual hourly staff wages and fringes; and other incidentals such as mileage, phones, supplies and equipment.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOGNIZING "BLACK HISTORY/CULTURAL  
DIVERSITY MONTH" IN INGHAM COUNTY**

WHEREAS, each February "National African American History Month" also known as "Black History Month", is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2011 as "Black History/Cultural Diversity Month" in Ingham County.



Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JON W. COLEMAN ON THE EVENT OF HIS RETIREMENT**

WHEREAS, Jon W. Coleman, Executive Director of the Tri-County Regional Planning Commission, will retire on January 31, 2011, after serving the Commission since 1975, first as a Region Planner and then as Executive Director since 1986; and

WHEREAS, Jon W. Coleman came to mid-Michigan years ago with a sound foundation for the exemplary career that was to follow--an undergraduate degree in Architecture and a Master of Science Degree in Urban and Regional Planning from Texas A&M University, four years of experience with the Civil Engineers in the U.S. Air Force working on base design and construction, and three-year service as the principal planner for the Wichita-Sedgwick County Metropolitan Area Planning Commission, Wichita, Kansas; and

WHEREAS, Jon W. Coleman's service to the Commission took place during an era when great innovations were made in the field of planning and when an awareness of natural resources and the environment grew as a key component in community planning and development; keeping current in the field, these innovations were integrated into the activities of the Tri-County Regional Planning Commission; and

WHEREAS, Jon W. Coleman led the implementation of the goals set by Commissioners to help communities in Ingham, Eaton and Clinton Counties move forward while meeting state and federal requirements; the Commission has been a critical resource enabling communities to receive funding and coordinate activities in transportation planning, natural resources management, mapping and data collection, and other community development areas; and

WHEREAS, Jon W. Coleman has provided leadership to many committees and associations, such as the Michigan Association of Regions, representing the Tri-County area in a manner that has shed a positive light on mid-Michigan; and

WHEREAS, Jon W. Coleman can be especially admired for the selfless manner in which he has empowered the Tri-County Regional Commission staff and other planning entities to excel in their own right, he is strong to lead and strong to allow others to excel.

**THEREFORE BE RESOLVED**, that the Ingham County Board of Commissioners recognizes Jon W. Coleman's excellent leadership and outstanding service to the tri-county region.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners takes great pleasure in recognizing the achievements of Jon W. Coleman and the positive, lasting footprint he has left on the development of the tri-county region in mid-Michigan.

