

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, MAY 3, 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 19, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Ingham County Clerk - Request to Waive the Hiring Freeze for Two [Deputy Clerk I](#) Positions
2. Ingham County Treasurer and Equalization Department - Resolution for the Purchase and Installation of Equalizer .Net Software Upgrade of the Equalization/Assessing Software System for the Equalization/Tax Mapping Department, and the .Net [Software Upgrade](#) of the Equalizer County Tax Software System, the Equalizer Delinquent County Tax Software System, the Pre Audit Software System, and the Animal License Software System for the County Treasurer's Office
3. Equalization Department
  - a. [Waiver](#) of Hiring Freeze and Hiring Delay
  - b. Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and Appoint Douglas A. Stover as County [Grant](#) Administrator for the 2011 Remonumentation Project
  - c. Resolution to Contract with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation [Surveyor](#) for the Ingham County Monumentation and Remonumentation Project in 2011
4. Parks & Recreation Commission
  - a. Resolution Granting the Parks & Recreation Commission the Ability to Approve Future [Visitor](#) Incentive Programs at the Potter Park Zoo
  - b. Resolution Authorizing a Reciprocal Arrangement between the [Parks and Fair](#)
  - c. Resolution Authorizing Acceptance of a [Charitable Donation](#) from the Potter Park Zoological Society for the Potter Park Zoo

5. Health Department
  - a. Recommendation to Start the Community Health Care Services **Medical Director** at Step 5
  - b. Recommendation to Authorize the Transition of a Nurse Assessor Position to a Health Center **Nurse**
  - c. Resolution to Establish a 1.0 FTE Assistant **Social Worker** Position in Public Health Nursing
  
6. Facilities Department - Resolution Authorizing a Contract with **Schindler Elevator** Company to Provide Elevator Repair and Maintenance
  
7. Controller/Administrator's Office - Resolution Updating **Various Fees** for County Services

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 19, 2011

Minutes

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

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Sally Auer, Michelle Rutkowski, Mark Stevens, Susan O'Shea, Mark Ferguson, Maureen Winslow and others

The meeting was called to order by Chairperson De Leon 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 April 5, 2011 Minutes

The April 5, 2011 Minutes were approved as submitted.

Additions to the Agenda

- 7b. Substitute – Resolution Establishing Priorities to Guide the Development of the 2012 Budget and Activities of County Staff.
- 7c. Informational – 9-1-1 Dispatch Center Project
- 9a. Update – Road Commission
- 9b. Update – Fair

Limited Public Comment

Ms. Auer, UAW, expressed her concern over rumors and gossip, and asked the Commissioners to please contact her if they had any concerns. She said she would be willing to share information with them.

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

- 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)
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

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

- 1. Circuit Court/Family Division - Request to Suspend the Hiring Freeze and Hiring Delay for Accountant/Child Care Position

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. COPEDEGE, TO APPROVE THE REQUEST TO SUSPEND THE HIRING FREEZE AND HIRING DELAY FOR ACCOUNTANT/CHILD CARE POSITION.

Ms. Winslow stated that she received a notice of intent to retire from an employee. She explained that this was a full-time position that was reduced to a part-time position, and the duties include reviewing financial documentation and accounting responsibilities with a budget of approximately \$14m. She further explained that the Juvenile Division employees are primarily social workers without accounting backgrounds. She asked the Committee to lift the hiring freeze and delay. Comm. Copedge asked if this is a ½ time position. Ms. Winslow answered yes.

MOTION CARRIED UNANIMOUSLY.

- 2. Animal Control - Request to Waive the Hiring Freeze and Delay of an Animal Control Officer Position

Ms. Lannoye explained that Ms. McAloon Lampman may not have been aware that the request was on the Agenda and that may be why she is not in attendance.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. DRAGONETTI, TO TABLE THE RESOLUTION TO WAIVE THE HIRING FREEZE AND DELAY OF AN ANIMAL CONTROL OFFICER POSITION UNTIL THE NEXT COUNTY SERVICES MEETING.

There was a brief discussion of personnel costs, duties, and the urgency of posting the vacancy.

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

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. COPEGE, TO APPROVE THE REQUEST TO WAIVE THE HIRING FREEZE AND DELAY OF AN ANIMAL CONTROL OFFICER POSITION.

MOTION CARRIED UNANIMOUSLY.

5. Purchasing Department - Communication Regarding the Disposal of 14 Surplus Vehicles

Comm. Vickers asked how long the money stays in the Scrap and Salvage Sales account. Ms. Lannoye explained that this is a revenue account to support other capital purchases.

7. Controller/Administrator's Office

- a. First Quarter 2011 Budget Adjustments and Contingency Fund Update – Resolution Authorizing Adjustments to the 2011 Ingham County Budget

MOVED BY COMM. COPEGE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2011 INGHAM COUNTY BUDGET.

Comm. Vickers asked if there were any surprises. Ms. Lannoye said no.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Establishing Priorities to Guide the Development of the 2012 Budget and Activities of County Staff

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2012 BUDGET AND ACTIVITIES OF COUNTY STAFF.

Comm. De Leon stated that this is a substitute because of Item “G”. Ms. Lannoye explained that the Chair of this Committee requested it be added, and was not in the other Committee packets. She also noted three “Be It Further Resolved” paragraphs were added by other Liaison Committees.

Comm. Schor was concerned that there were two, # 3’s and that one of those was not on the substitute asking if it was taken out for a reason or an oversight. Ms. Lannoye stated it was an oversight.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DRAGONETTI, TO ADD BACK THE SECOND ITEM #3 UNDER THE THEREFORE BE IT RESOLVED, AND CHANGING THE WORD “ENCOURAGES” TO “EXPECTS” TO READ AS FOLLOWS:

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

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Comm. Grebner stated that the way this worked with the other Committees is to review only the items specific to your Committee, and not attempt to review other Committee’s priorities. Then the Finance Committee will coordinate the priorities for the final resolution.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

- 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

MOVED BY COMM. COPELGE, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE 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.

Comms. Celentino and Vickers informed the Committee that it was a nice presentation at the Law Enforcement meeting.

MOTION CARRIED UNANIMOUSLY.

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

Ms. Lannoye stated she may be coming back to the Committee with a resolution regarding this letter. She explained the County easement and that more communication is needed with the Drain Commissioner. Comm. Grebner suggested sending a notice to the Township and the neighbors stating that the Board of Commissioners received this request and the Board could vote for approval unless there is an objection with reason. Ms. Lannoye agreed it was a good idea to send letters.

- 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

The Board referrals were received and placed on file.

9. Update
  - a. Road Commission

Comm. De Leon reported that an RFP for the independent investigator has been prepared and could already be sent out. She stated that there was a preliminary hearing to the preliminary hearing last week regarding the criminal suit. Comm. Dragonetti asked if there were any further problems internally from the employees. Comm. De Leon stated that she had not heard anything.

- b. Ingham County Fair Vacancy

Ms. Lannoye stated that 25 applications were received and the candidates appear to be qualified. She explained that she and Mr. Cypher will score the applications and meet with the representatives of Fair Board to determine who should be interviewed. Interviews are planned to begin in late April. She asked if there was anyone interested in being on the interview panel. Comm. Vickers and Copedge offered, and Comm. De Leon stated she could if Comm. Copedge had a conflict.

#### Announcements

Comm. De Leon read an email she received.

“The average CEO increase in 2010 was approximately 23% which equates to approximately \$11.4 million dollars based on 299 companies; the combined total for the CEO pay is \$3.4 billion which could support 102,325 median workers’ jobs. The disparity between CEO and workers pay has continued to grow at alarming levels. The Federal Reserve has basically said that the U.S. corporations held a record \$1.93 trillion in cash on their balance sheets in 2010. But they are not investing to expand their companies or create good middle-class jobs”. Comm. Vickers asked for the source of the information. Comm. De Leon stated the AFL-CIO.

Comm. Vickers announced that Comm. Copedge will be honored Thursday night by the Boy Scouts of America. Comm. Copedge invited the Commissioners to attend.

#### Public Comment

None.

The meeting adjourned at approximately 7:32 p.m.

Respectfully submitted,

Julie Buckmaster

## MAY 3, 2011 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

### HIRING FREEZE

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

1. Ingham County Clerk – Request to Waive the Hiring Freeze for Two Deputy Clerk I Positions. The Controller is recommending approval with the understanding that one of the positions will be filled as half time. Fiscal analysis will be mailed under separate cover.
  
- 3(a). Equalization Department – Waiver of Hiring Freeze and Hiring Delay for the Deputy Equalization Director position.

### ACTION ITEMS

2. Ingham County Treasurer and Equalization Department - *Resolution for the Purchase and Installation Equalizer .Net Software Upgrade of the Equalization/Assessing Software System for the Equalization/Tax Mapping Department, and the .Net Software Upgrade of the Equalizer County Tax Software System, the Equalizer Delinquent County Tax Software System, the Pre Audit Software System, and the Animal License Software System for the County Treasurer's Office*

This resolution authorizes up to \$150,000 from the Delinquent Tax Fund to upgrade the Equalizer software used by the Equalization/Tax Mapping Department and the County Treasurer's Office. This software was originally purchased and installed in 1999. Last year the vendor Bellefeuil, Szur & Associates initiated a major upgrade of the software that will run faster, be more stable, and will soon become the standard in Michigan.

- 3(b). Equalization Department – *Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and Appoint Douglas A. Stover as County Grant Administrator for the 2011 Remonumentation Project*

This resolution approves the annual Remonumentation grant in the amount of \$88,319 from the Michigan Department of Labor and Economic Growth and appoints Doug Stover as the grant administrator.

- 3(c). Equalization Department – *Resolution to Contract with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2011*

This resolution authorizes a one year agreement in the amount of \$12,600 with Ronnie Lester, PS as the County's Representative pursuant to the Remonumentation grant funds. The resolution also appoints Enger Surveying & Engineering as the County's Remonumentation Project Surveyor and authorizes a one year contract in the amount \$67,869.



4(a). Parks & Recreation Commission – *Resolution Granting the Parks & Recreation Commission the Ability to Approve Future Visitor Incentive Programs at the Potter Park Zoo*

In 2010, the Board of Commissioners amended the resolution authorizing Zoo entrance fees by allowing free admissions for Ingham County mothers, fathers and grandparents on their respective recognized holidays. These incentives were very successful and increased visitation by an average of 79 percent, bringing nearly 2,000 additional visitors to the Park. This resolution gives the Parks and Recreation Commission the felicity to approve visitor incentive programs at the Potter Park Zoo.

4(b). Parks & Recreation Commission – *Resolution Authorizing a Reciprocal Arrangement between the Parks and Fairs*

This resolution authorizes \$1 dollar off reciprocal coupons between the Fairs and the Parks system.

4(c). Parks & Recreation Commission – *Resolution Authorizing Acceptance of a Charitable Donation from the Potter Park Zoological Society for the Potter Park Zoo.*

This resolution accepts a \$200,000 donation from the Potter Park Zoological Society to support the completion of the Rhino Exhibit.

5(a). Health Department – *Recommendation to Start the Community Health Care Services Medical Director at Step 5.*

The County's Health Officer, Dean Sienko, is requesting approval to start the Community Health Care Services Medical Director at Step 5, (\$164,564). The proposed candidate, Dr. McGlew, has more than 22 years of combined experience serving as a Pediatric Intensivist; ten of those years were at Sparrow Health System. Please refer to Dr. Sienko's memorandum for additional information.

5(b). Health Department – *Recommendation to Authorize the Transition of a Nurse Assessor Position to a Health Center Nurse*

This resolution authorizes the conversion of a current vacant Nurse Assessor position (MNA Grade 2, Position No. 601231) to a Health Center Nurse position (MNA Grade 1, Position No. 601231). This reassignment will result in cost savings of just over \$2,000. The current Nurse Assessor resigned her position effective April 15, 2011. After a review of the duties of a Nurse Assessor and a review of the operational needs of the Ingham County Health Department's Community Health Center Network, it is recommended that the vacant Nurse Assessor position be converted to a Health Center Nurse position to better meet the operational needs of the Network.

5(c). Health Department – *Resolution to Establish a 1.0 FTE Assistant Social Worker Position in Public Health Nursing*

This resolution establishes an Assistant Social Worker position in Public Health Nursing. The cost of the position at Step 5 is \$78,733, but it will be posted as a Step 1. Additional social work services are needed for the Maternal Infant Health Program (MIHP) to enroll or provide care coordination for MIHP clients. With additional Social Work staff, services to clients could be enhanced and billable visits could be increased. It is anticipated that one or more internal candidates will apply for this position and, if an internal candidate is chosen, the Health Department will exercise options under their vacancy management strategy for additional budgetary savings. Additionally, revenue will be generated by billing Medicaid for each home based encounter with the client.

6. Facilities Department – *Resolution Authorizing a Contract with Schindler Elevator Company to Provide Elevator Repair and Maintenance*

This resolution authorizes a three (3) year contract in the amount of \$43,365 with Schindler Elevator for repair and maintenance of county elevators. The County may extend the contract for an additional two-year period under the original terms and conditions provided that there is no more than a 1% increase in cost. Schindler is a local vendor that matched the lowest bid.

**DISCUSSION ITEM**

7. Controller/Administrator's Office – *Resolution Updating Various Fees for County Services*

The Controller/Administrator's Office annually proposes adjustment to various county fees as a part of the budget development process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information is being presented at the current round of committee meetings as a discussion item for input from the Board of Commissioners. A resolution recommending any fee increases will be presented at the next round of meetings for adoption. A draft version for discussion is included in this packet. (See the attached memo for details.)

**MEMORANDUM**

TO: County Services Committee  
FROM: Mike Bryanton, County Clerk  
RE: Request for Waiver  
DATE: May 3, 2011

---

Kathy Beratta, Deputy Clerk I, retired from my office March 18, 2011, and Melita Cogburn, Deputy Clerk I, submitted her resignation on April 20, 2011, with her last day being May 6, 2011. I am requesting that the hiring freeze be waived for these positions. A hiring freeze began April 1, 2010, for all general fund positions. I would like to fill both of the Deputy Clerk I positions as soon as possible after Board approval. I would like to use the latest applicant pool that we used to fill out most recent vacant position.

With the loss of passports at this time I don't feel my office needs to fill both positions with 2 FTE's. I would like to fill one of these positions temporarily with a .5 or .75 FTE, but for the time being maintaining it as a full time position.

More details will be provided at the May 3, 2011, County Services meeting. Thank you for your cooperation and patience regarding this matter.

## Agenda Item 2

TO: County Services and Finance Committees

FROM: Eric Schertzing, Treasurer  
Douglas Stover, Director  
Equalization/Tax Mapping

DATE: April 18, 2011

RE: Upgrade of BS&A (Equalizer) Software

The attached resolution authorizes the upgrade of Equalizer software within the Equalization/Tax Mapping Department and the Treasurer's Office.

The Equalization/Tax Mapping Department and the Treasurer's Office purchased Equalizer software from Bellefeuil, Szur & Associates, Inc. (BS&A) of Bath, Michigan, in 1999 – Resolution 99-166. At that time the Board authorized up to \$200,000 from the Delinquent Tax Administration Fund to purchase the software and related hardware. We have been running on the Windows version of the Equalizer since that time.

Last year BS&A initiated a major upgrade of the Equalizer software to a .NET platform. The .NET version of the Equalizer runs faster, is more stable, and will soon become the standard in Michigan. Five of the local units in Ingham County have already upgraded to .NET. Several more are on line to upgrade, many of which are waiting for the county to upgrade before moving forward. The Equalizer is used by all the assessors and treasurers within Ingham County.

The software systems to be upgraded are: (1) Equalization/Assessing, (2) Equalizer County Tax, (3) Equalizer Delinquent County Tax, (4) PRE Audit, and (5) Animal Licensing.

We are asking that the Board authorize up to \$150,000 from the Delinquent Tax Fund to upgrade the Equalizer software within the Equalization/Tax Mapping Department and the Treasurer's Office. The \$150,000 will cover the cost of the software upgrades and any related hardware necessary to implement the upgrades.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR THE PURCHASE AND INSTALLATION OF EQUALIZER .NET SOFTWARE UPGRADE OF THE EQUALIZATION/ASSESSING SOFTWARE SYSTEM FOR THE EQUALIZATION/TAX MAPPING DEPARTMENT, AND THE .NET SOFTWARE UPGRADE OF THE EQUALIZER COUNTY TAX SOFTWARE SYSTEM, THE EQUALIZER DELINQUENT COUNTY TAX SOFTWARE SYSTEM, THE PRE AUDIT SOFTWARE SYSTEM, AND THE ANIMAL LICENSE SOFTWARE SYSTEM FOR THE COUNTY TREASURER'S OFFICE**

WHEREAS, the Equalization/Tax Mapping Department and the Treasurer's Office purchased Equalizer software from Bellefeuil, Szur & Associates, Inc. (BS&A) of Bath, Michigan, in 1999 – Resolution #99-166; and

WHEREAS, at that time the Ingham County Board of Commissioners authorized up to \$200,000 from the Delinquent Tax Administration Fund to purchase the software and related hardware; and

WHEREAS, last year BS&A initiated a major upgrade of the Equalizer software to a .NET platform; and

WHEREAS, the .NET version of the Equalizer runs faster, is more stable, and will soon become the standard in Michigan; and

WHEREAS, five of the local units in Ingham County have already upgraded to the .NET version of the Equalizer; and

WHEREAS, several more local units are on line to upgrade but are waiting for the County to upgrade before doing so; and

WHEREAS, BS&A's Equalizer/Assessing/Tax software is the standard in Michigan and is currently used by all local unit assessors and treasurers; and

WHEREAS, the cost of said software upgrades and any hardware required will be paid out of the County Treasurer's Delinquent Tax Administration Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with BS&A Software for the purchase and installation of the .NET version of the Equalization/Assessing Software System for the Equalization/Tax Mapping Department; and the .Net version of the Equalizer County Tax Software System, the Equalizer Delinquent County Tax Software System, the PRE Audit Software System, and the Animal License Software System for the County Treasurer's Office.

BE IT FURTHER RESOLVED, that the total cost of upgrading to .NET version of the Equalizer for the Equalization/Tax Mapping Department and the County Treasurer's Office, including the development of the appropriate software, data conversion, appropriate licensing fees, testing, installation, acquisition, and related hardware shall not exceed \$150,000.

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

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contract after approval as to form by the County Attorney.

**Agenda Item 3a**

TO: County Services Committee

FROM: Douglas A. Stover, Director  
Equalization/Tax Mapping

DATE: April 18, 2011

RE: Waiver of Hiring Freeze and Hiring Delay

I am requesting a waiver of the hiring freeze and the hiring delay for the Deputy Equalization Director position within the Equalization/Tax Mapping Department.

The Deputy Equalization Director, Debbie Smieska, will be retiring effective June 30, 2011. I would like to have someone in place to replace Debbie as soon after she retires as is possible.

The Deputy Director performs several important functions including but not limited to preparation of the Equalization Report, the Headlee Report, and the Apportionment Report. Nearly 60% of the county's general fund revenues come from property taxes. This person works closely with each of the local units and plays an integral part in ensuring that the county meets its statutory and constitutional equalization requirements.

I am requesting permission to post this position immediately in order to have someone in place on July 1, 2011.

**Agenda Item 3b and 3c**

To: County Services and Finance Committees

From: Douglas A. Stover, Director  
Ingham County Equalization Department

Date: April 19, 2011

Subject: 2011 Remonumentation Grant

Attached are two resolutions.

The first resolution authorizes entering into the 2011 Survey and Remonumentation Grant with the Michigan Department of Labor and Economic Growth and appoints the County Grant Administrator. The appropriation amount for the 2011 grant will be \$88,319.

The second resolution appoints the County Representative and County Surveyor.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH AND APPOINT DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2011 REMONUMENTATION PROJECT**

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Labor and Economic Growth, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Commission, local surveyors, and area real estate developers in choosing areas in which to work; and

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Labor and Economic Growth has reviewed Ingham County's 2011 Survey and Remonumentation Grant Application in the amount of \$88,319, and has forwarded the 2011 Grant Agreement/Contract for execution; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Labor and Economic Growth for the purpose of receiving \$88,319 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2011.

BE IT FURTHER RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that the County Chairperson, County Clerk, and County Grant Administrator have the authority to sign said grant contract documents once County Attorney has approved said contract.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE AND WOLVERINE ENGINEERS AND SURVEYORS, INC. FOR SERVICES AS MONUMENTATION SURVEYOR FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT IN 2011**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Committee has gone through a Request for Proposal process to select a qualified surveying company(ies) to conduct the actual research and monumentation field work necessary to accomplish the objectives of the grant agreement; and

WHEREAS, Enger Surveying & Engineering submitted a proposal to perform all of the monumentation services for 2011; and

WHEREAS, it is the recommendation of the Purchasing Department, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize a contract with Enger Surveying & Engineering for services as monumentation surveyor for 2011.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2011 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2011 through December 31, 2011, at a cost not to exceed \$12,600.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for the services of County Remonumentation Project Surveyor as required by Act 345, P.A., 1990, with Enger Surveying & Engineering, Inc., said contract to be funded by Survey and Remonumentation grant funds for a period of one year, January 1, 2011 through December 31, 2011, in an amount not to exceed \$67,869.

BE IT FURTHER RESOLVED, that the County Chairperson and County Clerk have authority to sign said contracts and County Attorney be directed to prepare the necessary contracts.

**Agenda Item 4a**

**DATE:** April 20, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Granting the Parks & Recreation Commission the Ability to Approve Future Visitor Incentive Programs at the Potter Park Zoo

Board of Commissioner Resolutions #07-129 and #08-141 approved the Potter Park entrance fee structure. In 2010 the Board of Commissioners authorized Mother's Day, Father's Day, and Grandparent's Day for Ingham County residents where Mothers, Fathers, and Grandparents received free entrance on the recognized holiday. These incentives successfully increased visitation by an average of 79 percent, bringing nearly 2,000 additional visitors to the Potter Park Zoo.

In an effort to continue to increase visitation Zoo staff is asking for flexibility to alter Zoo admission fees to promote similar future visitor incentive events. This resolution gives the Parks & Recreation Commission the ability to approve visitor incentive programs at the Potter Park Zoo as it relates to Zoo admission fees after the consideration and recommendation of the Zoo Board.

In addition, staff will provide statistical feedback regarding all incentive programs to the Potter Park Zoo Board and Parks & Recreation Commission on a yearly basis.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION GRANTING THE PARKS & RECREATION COMMISSION THE ABILITY TO APPROVE FUTURE VISITOR INCENTIVE PROGRAMS AT THE POTTER PARK ZOO**

WHEREAS, Board of Commissioner Resolutions #07-129 and #08-141 approved the Potter Park entrance fee structure; and

WHEREAS, in 2010 the Board of Commissioners authorized Mother's Day, Father's Day, and Grandparent's Day for Ingham County residents where Mothers, Fathers, and Grandparents received free entrance on the recognized holiday; and

WHEREAS, in 2010 the incentives successfully increased visitation on these days by an average of 79 percent, bringing nearly 2,000 additional visitors to the Potter Park Zoo; and

WHEREAS, in an effort to continue to increase visitation, Zoo staff is asking for flexibility to alter Zoo admission fees to promote similar future visitor incentive events; and

WHEREAS, the Zoo Board and Parks & Recreation Commission supported this concept at their April meetings.

THEREFORE BE IT RESOLVED, the Board of Commissioners grants the Parks & Recreation Commission the ability to approve visitor incentive programs at the Potter Park Zoo as it relates to Zoo admission fees after the consideration and recommendation of the Zoo Board.

BE IT FURTHER RESOLVED, staff will provide statistical feedback regarding all incentive programs to the Potter Park Zoo Board and Parks & Recreation Commission on a yearly basis.

**Agenda Item 4b**

**DATE:** April 20, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing a Reciprocal Arrangement Between the Parks & Fair

The Fair and Parks Directors determined it would be mutually beneficial to both venues to offer a coupon for refreshments at the Parks and reduced entry to the Ingham County Fair.

This resolution authorizes a reciprocal arrangement where between July 1, 2011 and the last day of the Fair a \$1.00 off an adult admission to the 2011 Ingham County Fair will be printed on every vehicle entrance receipt at Lake Lansing Park-South, Hawk Island, and Burchfield Parks. In addition, the Fair Booklet will include a \$1.00 off coupon for refreshments from any park food concession at any Ingham County Park (with the exception of the Potter Park Zoo).

The Fair Booklet will also advertise the Potter Park Zoological Society's participation at the Fair. The Zoological Society will be providing animal exhibits and educational opportunities.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A RECIPROCAL ARRANGEMENT BETWEEN  
THE PARKS AND FAIR**

WHEREAS, the Fair and Parks Directors have determined it would be mutually beneficial to offer a coupon for reduced refreshments at the Parks and reduced entry to the Ingham County Fair.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a reciprocal arrangement between the Parks and Fair where from July 1, 2011 through the end of the Fair a \$1.00 off an adult admission to the 2011 Ingham County Fair will be printed on every vehicle entrance receipt at Lake Lansing Park-South, Hawk Island, and Burchfield Parks.

BE IT FURTHER RESOLVED, the Ingham County Fair will provide a one page advertisement in their Fair Booklet, advertising the Ingham County Parks and the Potter Park Zoological Society's participation in the Fair, providing animal exhibits and educational opportunities.

BE IT FURTHER RESOLVED, as a part of this advertisement a coupon will be included for use at any Ingham County Park (with the exception of the Potter Park Zoo) giving \$1.00 off refreshments from any park food concession.

**Agenda Item 4c**

**DATE:** April 20, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing Acceptance of a Charitable Donation from the Potter Park Zoological Society for the Potter Park Zoo

The Potter Park Zoo is constructing a new rhino exhibit which is scheduled to be open to the public in 2011. The Potter Park Zoological Society, a private 501c3 non-profit fundraising organization, committed to making a \$200,000 donation to support the completion of the rhino project. The Potter Park Zoological Society actively and successfully pursued raising these funds within the greater Lansing community to meet their commitment.

It is the intent that this \$200,000 charitable gift be used solely and exclusively for the Rhino Exhibit at the Potter Park Zoo.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ACCEPTANCE OF A CHARITABLE DONATION FROM THE  
POTTER PARK ZOOLOGICAL SOCIETY FOR THE POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo is constructing a new rhino exhibit scheduled to be open to the public in 2011;  
and

WHEREAS, the Potter Park Zoological Society committed to making a \$200,000 donation to support  
completion of the rhino project; and

WHEREAS, the Potter Park Zoological Society actively and successfully pursued raising these funds within the  
greater Lansing community to meet this commitment; and

WHEREAS, the Potter Park Zoological Society is a private, 501c(3) nonprofit, fundraising organization that  
raises funds to support the Zoo; and

WHEREAS, in that capacity the Zoological Society supports: Marketing, Educational Programming, the Docent  
Association, the Teen Zookeeper Program, Special Events and the Zookambi Summer Camp; and

WHEREAS, the intent of this charitable gift is that it be used solely and exclusively for the Rhino Exhibit; and

WHEREAS, the Zoo Board and Parks & Recreation Commission supported this resolution with the passage of a  
resolution.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of  
the \$200,000 donation from the Potter Park Zoological Society for the Potter Park Rhino Exhibit.

BE IT FURTHER RESOLVED, that the members of the Ingham County Board of Commissioners, the Parks &  
Recreation Commission, and the Zoo Board would like to thank the Potter Park Zoological Society for their  
dedication and generous donation.



## MEMORANDUM

TO: County Services Committee

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

DATE: April 18, 2011

RE: Recommendation to Start the Community Health Care Services Medical Director at Step 5

The Ingham County Health Department currently has a vacant medical director position. This position has been difficult to fill and has been vacant for more than one year. The Department's lag in filling this medical director position is not unique as many other Health Departments and Community Health Centers find it difficult to recruit medical directors. Additionally, there is national recognition that the marketplace for medical directors is very competitive and that there is a shortage of physicians available to serve the needs of the medically underserved.

As a Federally Qualified Health Center, the Community Health Centers are required to have a medical director. This position will also allow the Department to maintain high quality medical care for its Community Health Center patients and to maintain revenue projections resulting from medical services. Competitively recruiting a medical director today requires salary considerations beyond Step 1 of the MCF salary grade as stipulated within the County's Managerial and Confidential Agreement.

Dr. McGlew has more than 22 years of combined experience serving as a Pediatric Intensivist; ten of those years were at Sparrow Health System. Dr. McGlew recently completed her Masters in Public Health through Penn State University.

This position has been budgeted and grant funds are available. Dr. McGlew has indicated that she is willing to accept the full time position contingent on Step 5 in the Medical Director salary range, (\$164,564). Even at Step 5, Dr. McGlew will be earning less than what she earned previously. Consequently, I am recommending that the County Services Committee authorize a starting salary for Dr. McGlew at the MCF/C, Step 5 level.

c: Debra Brinson, MPA, Deputy Health Officer, w/ attachment  
John Jacobs, CPA, Chief Financial Officer, w/ attachment  
Tony Lindsey, Director, Human Resources, w/ attachment

**MEMORANDUM**

To: Human Services Committee  
County Services  
Finance Committee

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

Date: April 18, 2011

Subject: Recommendation to authorize the transition of a vacant Nurse Assessor Position (MNA Grade 2, Position No. 601231) to a Health Center Nurse (MNA Grade 1, Position No. 601231)

This is a recommendation to authorize the conversion of a current vacant Nurse Assessor position (MNA Grade 2, Position No. 601231) to a Health Center Nurse position (MNA Grade 1, Position No. 601231).

The current Nurse Assessor resigned her position effective April 15, 2011. After a review of the duties of a Nurse Assessor and a review of the operational needs of the Ingham County Health Department's Community Health Center Network, it is recommended that the vacant Nurse Assessor position be converted to a Health Center Nurse position to better meet the operational needs of the Network. This reassignment will result in cost savings of just over \$2,000.

Both of these positions fall within the Michigan Nurses Association (MNA) collective bargaining unit. The MNA supports this conversion to better meet the operational needs within the Network.

I recommend that the Ingham County Board of Commissioners adopt the attached resolution and authorize the conversion of the vacant Nurse Assessor position to a Health Center Nurse position effective immediately.

Attachment

- c: Debra Brinson, MPA, Deputy Health Officer, w/ attachment
- Barb Mastin, MA, Chief Operating Officer, w/ attachment
- John Jacobs, CPA, Chief Financial Officer, w/ attachment
- Jayson Welter, Director of Policy, Programs and Compliance, w/ attachment
- Carolyn Redman, Project Specialist, w/ attachment
- Tony Lindsey, Director, Human Resources, w/ attachment
- Kathy Fitton, RN, MNA President, w/ attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RECOMMENDATION TO AUTHORIZE THE TRANSITION OF A NURSE ASSESSOR POSITION  
TO A HEALTH CENTER NURSE**

WHEREAS, the current Nurse Assessor resigned her position effective April 15, 2011; and

WHEREAS, after careful review of the duties of a Nurse Assessor and the operational needs within the Ingham County Health Department's Community Health Center Network, it is recommended that the vacant Nurse Assessor position (MNA Grade 2, Position No. 601231) be converted to a Health Center Nurse position (MNA Grade 1, Position No. 601231); and

WHEREAS, the reassignment of these positions will result in a cost savings of more than \$2,000; and

WHEREAS, both of these positions fall within the Michigan Nurses Association (MNA) collective bargaining unit, and the MNA supports this conversion to better meet the operational needs within the Network; and

WHEREAS, the Health Officer recommends that these positions be converted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of a vacant Nurse Assessor position (MNA Grade 2, Position No. 601231) to a Health Center Nurse position (MNA Grade 1, Position No. 601231) effective upon approval of this resolution.

**MEMORANDUM**

TO: Human Services Committee  
 County Services Committee  
 Finance Committee

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

DATE: April 20, 2011

RE: Recommendation to Establish a Full-time Assistant Social Worker Position in Public Health Nursing

The Public Health Nursing (PHN) division is committed to providing high quality services to their clients. The Maternal Infant Health Program (MIHP) funded by the Michigan Department of Community Health (MDCH) is PHN’s core program. This program serves high risk pregnant women and their infants. Revenue is generated by billing Medicaid for each home based encounter with the client.

MIHP services must be rendered by Registered Nurses or Social Workers. While Registered Dieticians (RDs) were allowed to provide MIHP services in the past, MDCH recently limited the role of RDs. As of July 1, 2010 Registered Dieticians can no longer enroll or provide care coordination for MIHP clients. This has increased the need for Ingham County to access Social Work services for the program. PHN currently has only a 0.5FTE Social Worker on staff. With additional Social Work staff, services to clients could be enhanced and billable visits could be increased.

We can better meet the demand for services and increase revenue by creating a 1.0FTE Assistant Social Work position. The following table demonstrates the revenue potential for this position. The position can be fully supported through revenue generated by providing MIHP services.

Position Title	Position Level	Salary	Estimated Fringe	Total Cost of Position	Funding Source	Revenue Implications
Assistant Social Worker	PRO-5 Step 5	\$50,477	\$27,164	\$77,641	MIHP visits: 15 per week @\$150/visit; 44weeks	Up to \$99,000 revenue generated

In addition, while we have calculated the cost of the position at Step 5 (\$50,477), it will be posted as a Step 1 (\$42,047). We anticipate that one or more internal candidates will apply for this position and, if an internal candidate is chosen, we could exercise options under the county’s vacancy management strategy for additional budgetary savings.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH A 1.0 FTE ASSISTANT SOCIAL WORKER POSITION IN  
PUBLIC HEALTH NURSING**

WHEREAS, Public Health Nursing provides the Maternal Infant Health Program (MIHP) to high risk prenatal women and infants is able to bill Medicaid for this service; and

WHEREAS, MDCH has recently revised the staffing requirements for MIHP, resulting in an increase in the scope of responsibilities for social workers in this program; and

WHEREAS, in addition to nursing staff, the Ingham County Health Department MIHP staff is currently composed of a 0.5 FTE Medical Social Worker; and

WHEREAS, ICHD currently has limited social worker capacity to serve in this revenue generating program, at a time when the social work related needs of our clients are increasing; and

WHEREAS, the establishment of a 1.0 FTE Assistant Social Worker will provide increased staffing capacity, and

WHEREAS, the increased revenue generated from MIHP services will fully fund a 1.0 FTE Assistant Social Worker.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes a 1.0 FTE Assistant Social Worker position in Public Health Nursing.

BE IT FURTHER RESOLVED, that the position shall be posted internally and immediately as an ICEA Professional Grade 5, Step1.

April 20, 2011

FROM: Richard Terrill  
TO: County Services  
SUBJECT: Schindler Elevator

---

The resolution before you authorizes awarding a three (3) year contract to Schindler Elevator Co. for the purpose of providing elevator services for Ingham County. This resolution would also authorize the County to extend the agreement for an additional two (2) years upon mutual agreement between the County and Schindler Elevator.

Proposals were sought and it is the recommendation of the Evaluation Committee to award the contract to Schindler Elevator. Schindler Elevator provided the most financially advantageous proposal to the County and we are confident that they will provide us with the quality service we need.

I recommend approval of this resolution.

Thank you.

**MEMORANDUM**

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: April 20, 2011  
 SUBJECT: Elevator Service Proposal Summary

Project Description:

This contract is for providing elevator maintenance and repair services for County facilities for a period of three years with an option to renew for an additional two-year period.

The facilities and the number and type of elevators are as follows:

1. Human Services Facility. 3 hydraulic passenger elevators.
2. Veterans Memorial Courthouse<sup>1</sup>. 5 hydraulic passenger and 2 dumbwaiter elevators.
3. Grady Porter Building. 2 mechanical passenger elevators.
4. Ingham County Jail. 2 hydraulic passenger elevators.
5. C. Ross Hilliard Building. 1 hydraulic passenger elevator.
6. Ingham County Courthouse. 1 hydraulic passenger elevator.

<sup>1</sup>The full-service elevator maintenance and repair contract for the Veterans Memorial Courthouse Facility (VMC) is currently under contract with Otis Elevator. As such, the awarded proposer will assume responsibilities for the VMC beginning on or around June 1, 2012.

Proposal Summary:

Vendors contacted: 6                      Local: 3  
 Vendors responding: 4                  Local: 3

Company	Year 1 Annual Cost	Year 2 Annual Cost	Year 3 Annual Cost	Total 3-year Cost	Local
Schindler Elevator Corp.	\$11,520	\$17,684	\$17,862	\$47,066 <sup>2</sup>	Y – Lansing
Otis Elevator Company	\$733	\$21,210	\$21,422	\$43,365	N – Lansing (Eaton)
Great Lakes Elevator, Inc.	\$10,584	\$18,816	\$19,008	\$48,408	Y – Williamston
Kone, Inc.	\$13,032	\$20,832	\$21,024	\$54,888	Y – Lansing

<sup>2</sup> Schindler is willing to match Otis’ bid of \$43,365 in accordance with the Local Purchasing Preference policy.

Recommendation:

The Evaluation Committee recommends awarding a three-year contract to Schindler Elevator Corp. for a total not to exceed amount of \$43,365 with an option to renew for an additional two year period, provided however, that there is no more than a 1% increase in the term of the proposed extension. Schindler Elevator, a local vendor, has a positive history working for the County, holds the requisite mechanical licenses from the State of Michigan, has 49 total employees working out of its Lansing office (12 employees living in Ingham County), can provide the required service levels including on an emergency and 24/7 basis, and carries the appropriate level of insurance required for this contract.

Advertisement:

The RFP was advertised in the Lansing State Journal, The New Citizens Press and posted on the Purchasing Department Web Page.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH SCHINDLER ELEVATOR COMPANY TO PROVIDE ELEVATOR REPAIR AND MAINTENANCE**

WHEREAS, the Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings; and

WHEREAS, due to the liability exposure and technical nature required for maintaining the elevators, a service contract performed by a trained and certified technician is required; and

WHEREAS, the funds for this project are available through maintenance related and contractual line item 931100; and

WHEREAS, the Purchasing Department solicited proposals for elevator maintenance and repair and after review by the evaluation committee has determined that Schindler Elevator Company a registered, local vendor, submitted the most responsive and responsible proposal; and

WHEREAS, Schindler Elevator has a history of providing good, dependable service to the County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a three-year contract to Schindler Elevator Company of 3135 Pine Tree Road, Suite B, Lansing, Michigan for repair and maintenance of County elevators and dumbwaiters for an amount not to exceed \$43,365.00.

BE IT FURTHER RESOLVED, the County may extend the contract for an additional two-year period under the original terms and conditions provided that there is no more than a 1% increase in cost.

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

**MEMORANDUM**

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller/Administrator

DATE: April 28, 2011

SUBJECT: 2012 Update of County Fees

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller/Administrator's Office was directed to annually review the fees and to recommend adjustments. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information is being presented at the current round of committee meetings as a discussion item. A resolution recommending any fee increases will be presented at the next round of meetings. A draft version for discussion is included in this packet.

Attached are spreadsheets detailing the recommended adjustments to fees to be effective for the Health Department and the Friend of the Court on October 1, 2011 and for all other departments on January 1, 2012.

The first set of spreadsheets is an analysis of the 2012 update of county fees. The following information is included for each fee:

1. Location of Service.
2. Fee Description.
3. The 2011 cost as calculated in last year's fee update process.
4. The cost increase factor. This is based on the 3-year average increase for each department's adopted general fund budget from 2008 to 2009, 2009 to 2010 and 2010 to 2011.
5. The 2012 cost, which is calculated by multiplying the 2011 cost by the cost increase factor.
6. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it is assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.

7. The 2011 fees were passed by Resolution #10-176. In August 2010, the Health Department adopted the 2011 Discount and Nominal Fee schedule through Resolution #10-271. In October 2010, the Health Department amended the annual license renewal for a tattooing business through Resolution #10-349. In February 2011, Resolution #11-049 rescinded the authority previously delegated in Resolution #05-295 to the Parks and Recreation Commission to set and modify fees. Therefore, most of the Parks fees have been added to the County Fee schedule as well as some new Parks fees. In March 2011, Resolution #11-074 approved the Ingham County Sanitary Code which added a Pollution Prevention regulation with reporting and inspection fees. (Since passage of these resolutions, some fees have been amended or added, as noted on the spreadsheets.)
8. The 2012 calculated fee is based on the 2012 cost multiplied by the target percent.
9. Although many fees were proposed to remain unchanged in 2012, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount, and, in some of the larger fees, rounded to the lower \$5 or \$10 increment. In some cases, the cost multiplied by the target percent is much more than the current fee, so only an incremental increase is proposed, with the full cost times target percent planned to be reached after several years. Fees that are proposed to increase are presented in bold.
10. Units. This information is used to calculate revenue to be generated by the proposed fees. This information was initially provided in the Maximus study, and in some cases, has been updated by the departments.
11. Department Recommendation. In most cases, the department agreed with the initial proposed fees. In cases where there is disagreement, information such as a memo of explanation from the department has been included.
12. Controller/Administrator Recommendation. In all cases, the Controller/Administrator agreed with the department recommendations.
13. Additional revenue is projected from the Controller/Administrator's recommended increase in fees multiplied by the units.

The final spreadsheet presents a summary of fees proposed to be increased in 2012. They simply list the 2011 fee, the department recommendations, the Controller/Administrator recommendation, and projected additional revenue, for each of the fees where an increase is proposed.

As shown in the attached correspondence, some of the departments disagreed with the initially proposed fees. The Controller/Administrator took this feedback under consideration and made final recommendations based on the Maximus study and the department input.

- (a) The Drain Commissioner's Office agreed with all the proposed fees except for the Escrow Account Fees which were proposed to remain at the 2011 level. The 2011 Escrow fees have been adequate to cover inspections at commercial sites. Furthermore, the office believes that building and development in Ingham County will continue to recover slowly and that overall permits, reviews, and inspections will remain low for 2012.

- (b) The Parks Department is strongly opposed to the proposed increase in annual Parking Pass Fees. The fees changed in 2010 from weekend only (Memorial Day through Labor Day) at Hawk Island and Lake Lansing Park-South to Tuesday through Sunday and again in 2011 raising the fees. The Department believes that changing the fees negatively affected the visitation and that instituting another increase a third year in a row would cause a tremendous decrease in visitation and thus a loss in potential revenue.
- (c) The Treasurer's Office stated that they have always charged \$4.00 per parcel to manually provide Delinquent Tax information. They also provide information electronically which is charged at \$.25 per parcel and the customer gets the entire Delinquent data base.
- (d) The District Court does not intend upon raising Pre-sentence Report fees or Probation Oversight Fees in 2012.
- (e) The Circuit Court and Family Division agreed with the initial proposed fees except for the Traffic Fee. This fee was set by a flat rate in previous years, but Family Court now uses a fee schedule. The Friend of the Court objects to the proposed increase to the Bench Warrant Fee. An increase to \$275 is almost a 53% increase since 2007, with the most recent occurring last year. The Bench Warrant Fee is typically assessed on cases where the non-custodial party has not been paying child support. Given the current high unemployment rate and bleak economic outlook, they are concerned that an increase in the current fee would be counterproductive in that it may hinder our ability to collect child support obligations.
- (f) The Animal Control Department is in agreement with all the proposed fees except for the License Fees, Tranquilized at Large Fee, and the rabies vaccination on redeemed animals. Instead of raising license fees, the department raised the number of units as they did not reflect an accurate number of licenses sold. These are modest numbers based on 2011. They anticipate further increasing those numbers. It would be a great disservice to pet owners in Ingham County to raise the fees for altered and unaltered animals. They would be pricing pet owners right out of an opportunity to own companion animals. The department will be submitting a resolution to raise the Spay/Neuter Deposit Fees currently collected. Although those funds are restricted by state law, the forfeited deposits will free up other general fund dollars being used by the department. The department estimates those funds to be in the range of \$25,000-\$35,000.
- (g) The Prosecuting Attorney's Office recommends further increasing the OWI-Trial Fee to \$200, due to the number of hours it takes to prepare, which is more than reasonable.
- (h) The Cooperative Extension Office disagrees with increasing the Soil Testing Fee. Their concern is that people will not test and then overuse fertilizer. This has a very negative effect on the environment, including surface and ground water. The fee is currently above the fee collected at other Extension offices.
- (i) Because some fees are limited by the Medicaid reimbursement rates, the Health Department recommended keeping the MIHP Transportation, Comprehensive Environmental Investigation, Assessment of Home at the 2011 rate. The Immigration Physical Exam has a very small number of units and therefore was also kept at the 2011 rate. The OYC advertised trainings and Administrator training are set lower than the 2011 rates in order to keep the training fees affordable to child care providers. Ingham County is one of the many counties in Michigan that are losing quality, licensed child care providers due to the loss of children to care for. Parents

are losing jobs, therefore not taking their children to child care. In turn, child care providers may seek lower cost training options which are of lower quality and less comprehensive to meet licensing requirements. The success of the training programs have allowed for higher projections of training units, and therefore, higher revenue generation from fees overall.

- (j) The Environmental Health Department recommended increasing approximately two dozen of their fees higher than the proposed rate, but just under the calculated rate, in order to maximize the revenue from the shared cost of the service. The three Sewage Fees in the Demand Program were increased much higher than the 2011 rate as the cost of providing this service has increased. Due to the condition of soil/clay, the new engineered alternative sewage systems take more time to inspect. In the fixed food service category, the Initial License Fee exempt-government hourly rate and the Special Food Service Establishment 2<sup>nd</sup> and 3<sup>rd</sup> surcharges were increased to the full cost. Last year, the Initial License Fee exempt-government hourly rate was set at the hourly rate of \$105 and has now increased to \$110 per hour, but there was confusion as to whether or not this was per hour for this two hour service. Therefore, the Health Department wanted to put the full two hour cost of \$220 on the schedule. The target percentages for the Special Food Service surcharges were increased to 100% to recover the full cost because there is no shared cost for fines. The Nonprofit Fixed Food Service Fees are set at half of the FSE Initial license and the FSE Renewal less than \$250,000 as these fees have only a 25% target rate. The reason for the large increase to the Nonprofit Fixed Food Service Fee is that in the past the fee on the schedule did not include the plan review. However, the cost for delivering the service should be the same as for Profit Initial License except that non-profit only pay 25% of the delivery cost. Due to state regulated fees, the initial STFU fees are below the proposed rate and some are below the 2011 rate. The Public Pool Inspection rate is set just below the proposed rate due to the usage of the government hourly rate at two hours. In Senate Bill No. 1486, the State enacted 2011 Body Art license fees in which the revenue is shared with the County. Thus, the department has reduced our County fee by the same amount as the reimbursement from the State. The department has also added a temporary Body Art license for \$100 as well as a fee for a license received after July 1<sup>st</sup>, which is half of the initial license fee.

If all fee increases were enacted as recommended by the Controller/Administrator's Office, it is projected that an additional \$201,763 would be generated in 2012. The current total revenue generated by the listed fees is approximately \$5.0 million, so the fee adjustments would increase the base by about 4.2%.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller/Administrator’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, this process begins with the calculation of a cost increase factor, which is equal to the previous three year average increase in general fund adopted budget for the appropriate departments; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller/Administrator, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller/Administrator makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller/Administrator’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller/Administrator’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2012 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2011.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

**ATTACHMENT A****SUMMARY OF FEES WHERE CHANGES ARE RECOMMENDED****County Services Committee**

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Drain Comm.	Plat Drain Administration Fee	\$2,000.00	\$2,100.00	\$100
Drain Comm.	Soil Erosion Permit-Residential-9 mo.	\$220.00	\$230.00	\$60
Parks	Administrative-Returned Check Fee	\$15.00	\$30.00	\$0
Parks	Memorials Service - Bench	\$400.00	\$500.00	\$1,000
Parks	Shelters - 40 Person Capacity			
Parks	Baldwin Riverview	\$45.00	\$50.00	\$80
Parks	Shelters - 60 Person Capacity			
Parks	Lake Lansing South Lakeview	\$50.00	\$75.00	\$1,525
Parks	Lake Lansing North Oak Knoll	\$50.00	\$75.00	\$1,025
Parks	Lake Lansing North Sandhill	\$50.00	\$75.00	\$1,025
Parks	Hawk Island Kestrel	\$50.00	\$75.00	\$1,750
Parks	Hawk Island 1/2 of Peregrine	\$50.00	\$75.00	\$1,825
Parks	Burchfield Deer Run	\$50.00	\$60.00	\$180
Parks	Burchfield Pine Knoll	\$50.00	\$60.00	\$180
Parks	Burchfield Southridge	\$50.00	\$75.00	\$475
Parks	Potter Park Penquin Cove	\$50.00	\$75.00	\$875
Parks	Shelters - 80 Person Capacity			
Parks	Potter Park Eagle Landing	\$75.00	\$100.00	\$925
Parks	Shelters - 120 Person Capacity			
Parks	Lake Lansing - North - 1/2 of Main	\$80.00	\$100.00	\$260
Parks	Hawk Island Peregrine	\$100.00	\$125.00	\$1,175
Parks	Burchfield 1/2 of North Bluff	\$80.00	\$100.00	\$440
Parks	Burchfield 1/2 of Woodsong	\$80.00	\$100.00	\$420
Parks	Shelters - 150 Person Capacity			
Parks	Lake Lansing - South - 1/2 of Main	\$80.00	\$100.00	\$1,200
Parks	Potter Park 1/2 of Tiger Den	\$80.00	\$100.00	\$540

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Parks	Shelters - 240 Person Capacity			
Parks	Lake Lansing - North - Main	\$150.00	\$175.00	\$675
Parks	Burchfield - North Bluff	\$150.00	\$175.00	\$375
Parks	Burchfield - Woodsong	\$150.00	\$175.00	\$375
Parks	Shelters - 300 Person Capacity			
Parks	Lake Lansing - South - Main	\$150.00	\$175.00	\$425
Parks	Burchfield - Overlook	\$150.00	\$175.00	\$425
Parks	Potter Park - Tiger Den	\$150.00	\$175.00	\$250
Parks	Shelters - 375 Person Capacity			
Parks	Hawk Island - Red Tail	\$200.00	\$250.00	\$2,550
Parks	Boating Fees			
Parks	In-Park Canoe/Kayak - 1st hr	\$4.00	\$5.00	\$2,476
Parks	In-Park Canoe/Kayak - 2nd hr	\$4.00	\$5.00	\$0
Parks	Canoe/Kayak Trips - McNamara	\$10.00	\$12.00	\$0
Parks	Canoe/Kayak Trips - Bunker Rd	\$12.00	\$18.00	\$0
Parks	Canoe/Kayak Trips - Eaton Rapids	\$15.00	\$25.00	\$0
Parks	Pedal Boat - Weekdays - per 1/2 hr	\$4.50	\$5.00	\$0
Parks	Pedal Boat - Wkds/Holidays - per 1/2 hr	\$5.50	\$6.00	\$0
Parks	Row Boat - 1st hour- fee per hour	\$4.00	\$5.00	\$0
Parks	Row Boat - 2nd hour - fee per hour	\$4.00	\$5.00	\$0
Parks	Ski Rental (Burchfield only)			
Parks	Moonlight Ski - Adult	\$6.00	\$10.00	\$0
Treasurer	Tax service fee	\$3.00	\$4.00	\$200



### Judiciary Committee

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
All Courts	Work Release	\$24.00	\$25.00	\$5,250
Circuit Court	Felony Case Costs	\$575.00	\$600.00	\$15,000
Circuit Court	Show Cause - Probation	\$75.00	\$100.00	\$0
Family Division	Delinquency Costs	\$175.00	\$200.00	\$43,125

### Law Enforcement Committee

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Animal Control	Boarding Fee for Dangerous Animals	\$25.00	\$30.00	\$1,000
Animal Control	Boarding Fee per day-others	\$15.00	\$20.00	\$18,333
Animal Control	Euthanasia Fee	\$75.00	\$100.00	\$2,500
Animal Control	Bordatella Vaccination on redeemed dogs	\$5.00	\$6.00	\$490
Pros Atty	Diversion - Service Fee-Felony Offender	\$750.00	\$760.00	\$1,120
Pros Atty	Costs for eligible convictions - Trial	\$150.00	\$200.00	\$275

### Human Services Committee

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$13.00	\$14.00	\$50
Comm. Health	INS Vaccination Verif Form I-693	\$33.00	\$35.00	\$600
Imm. Clinic	Internat'l Travel Consult	\$55.00	\$57.00	\$700
Imm. Clinic	Influenza - Mass Vacc. Clinic	market price	market price	\$0
Med Examiner	Cremation Permits	\$23.00	\$26.00	\$2,850
Med Examiner	Autopsy Report Copies (family)	\$15.00	\$17.00	\$100
Med Examiner	Autopsy Report Copies (others)	\$39.00	\$44.00	\$125

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
OYC	Consultation Request (per hr.)	\$61.00	\$67.00	\$54
OYC	Agency Train. Request- Base, 1.5 hr.	\$180.00	\$200.00	\$160
OYC	Agency Train. Request- Base, 2.5 hr.	\$300.00	\$330.00	\$300
OYC	Agency Train. Request- Base, 3.0 hr.	\$370.00	\$400.00	\$300
OYC	Agency Train. Request- Base, 5.0 hr.	\$620.00	\$650.00	\$240
OYC	Agency Train. Request- Base, 1.5 hr, each add.	\$13.00	\$14.00	\$0
OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$18.00	\$20.00	\$0
OYC	OYC-Advertised Train.- 1.0-2.0 hr./per person (min. 15 attending)	\$24.00	\$22.00	(\$200)
OYC	OYC-Advertised Train.- 2.5 - 4.5 hrs./per person (min. 15 attending)	\$30.00	\$28.00	(\$1,200)
OYC	OYC-Advertised Train.- 5.0 - 7.0 hrs./per person (min. 15 attending).	\$61.00	\$60.00	(\$120)
OYC	OYC - Advanced Train. - 10 hrs./per person	\$93.00	\$100.00	\$385
OYC	OYC - Admin Train. - 16 hrs./per person	\$170.00	\$130.00	(\$1,800)
<b>Env. Health</b>	<b>FIXED FOOD SERVICE ESTAB</b>			
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$1,200.00	\$1,300.00	\$3,000
Env. Health	FSE Initial Restricted License	\$620.00	\$650.00	\$30
Env. Health	FSE Initial License (Mobile)	\$430.00	\$460.00	\$0
Env. Health	FSE Renewal Lic -At least \$750,000	\$1,000.00	\$1,050.00	\$10,300
Env. Health	FSE Renewal Lic-\$500,000 to less than \$750,000	\$840.00	\$880.00	\$2,680
Env. Health	FSE Renewal Lic-\$250,000 to less than \$500,000	\$650.00	\$685.00	\$4,025
Env. Health	FSE Renewal Lic-Less than \$250,000	\$450.00	\$480.00	\$6,030
Env. Health	FSE Non-profit License Renewal	\$230.00	\$240.00	\$650.00
Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$460.00	\$650.00	\$13,300
Env. Health	Reinstatemt of Susp FSE	\$560.00	\$580.00	\$40
Env. Health	Surchrge-Fail submit plans/chg own	\$540.00	\$575.00	\$35
Env. Health	Critical Follow-up Inspection fee	\$130.00	\$135.00	\$125
Env. Health	Special food svc estab surchrge 2nd step of formal hearing	\$231.00	\$500.00	\$269

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Env. Health	Special food svc estab surchrg 3rd step of formal hearing	\$473.00	\$1,000.00	\$0
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$600.00	\$650.00	\$0
Env. Health	FSE Seasonal renewal - at least \$500,000,less \$750,000	\$500.00	\$530.00	\$0
Env. Health	FSE Seasonal Renewal -at least \$250,000,less \$500,000	\$390.00	\$410.00	\$100
Env. Health	FSE Seasonal renewal -less than \$250,000	\$275.00	\$290.00	\$30
Env. Health	FSE - DOE Schools Program - Production Kitchen	\$490.00	\$520.00	\$2,670
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$310.00	\$330.00	\$1,000
Env. Health	Change of Ownership of FSE	\$360.00	\$385.00	\$800
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt hrly rate for 2 hrs.	\$105.00	\$220.00	\$115
Env. Health	FSE - late renewal - additional	\$125.00	\$130.00	\$320
<b>Env. Health</b>	<b>STFU</b>			
Env. Health	Initial STFU license Incl. Plan Rev	\$330.00	\$321.00	(\$72)
Env. Health	STFU late inspection request (150% of cost is the penalty)	\$210.00	\$150.00	(\$360)
Env. Health	STFU in season inspection	\$90.00	\$101.00	\$1,067
Env. Health	STFU Renewal	\$110.00	\$101.00	(\$585)
<b>Env. Health</b>	<b>TEMPORARY LICENSE</b>			
Env. Health	Temp FSE - Non-Profit	\$105.00	\$110.00	\$220
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$200.00	\$220.00	\$0
Env. Health	Temp FSE- Preparation Type -For Profit	\$215.00	\$225.00	\$500
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$420.00	\$450.00	\$0
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$69.00	\$73.00	\$48
Env. Health	Temp Event Inspection Request-Late Fee-profit	\$400.00	\$430.00	\$0
<b>Env. Health</b>	<b>VENDING</b>			
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$78.00	\$80.00	\$128
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$100.00	\$105.00	\$45

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm	Add'l Rev
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$135.00	\$140.00	\$0
Env. Health	Larger Loc (Add'l Machine > 10)	\$6.00	\$7.00	\$0
Env. Health	Surcharge-Failure to apply-vending lic	\$180.00	\$190.00	\$0
<b>Env. Health</b>	<b>POOL</b>			
Env. Health	Public Pool Inspection	\$210.00	\$220.00	\$1,300
Env. Health	Each add'l pool at same location	\$105.00	\$110.00	\$255
Env. Health	Pool Reinspection (after violation)	\$105.00	\$110.00	\$35
<b>Env. Health</b>	<b>DHS LICENSING</b>			
Env. Health	DHS Licensing Inspection - municipal	\$200.00	\$205.00	\$0
Env. Health	DHS Licensing Inspection - well & septic	\$330.00	\$345.00	\$0
Env. Health	DHS Licensing - well & septic only	\$130.00	\$135.00	\$0
Env. Health	DHS Licensing re-inspection hrly	\$105.00	\$110.00	\$0
Env. Health	DHS Initial Licensing Plan Review	\$380.00	\$395.00	\$0
<b>Env. Health</b>	<b>BODY ART (TATTOO)</b>			
Env. Health	Body Art Business Initial License	\$780.00	\$550.00	\$0
Env. Health	Body Art License Renewal	\$400.00	\$175.00	(\$1,125)
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$525.00	\$550.00	\$0
Env. Health	Body Art non-compl w/ inspection-hrly	\$105.00	\$110.00	\$0
Env. Health	Reinstmt of Susp Body Art License (fine)	\$195.00	\$210.00	\$0
Env. Health	Body Art Initial License after July 1	N/A	\$275.00	\$0
Env. Health	Body Art Temp License (1-14 days)	N/A	\$100.00	\$0
<b>Env. Health</b>	<b>DEMAND PROGRAM</b>			
Env. Health	Sewage Only	\$540.00	\$770.00	\$5,750
Env. Health	Well Only	\$540.00	\$575.00	\$875
Env. Health	Vacant Land Evaluation	\$520.00	\$555.00	\$875
Env. Health	On-Site Sewage repair/replace	\$520.00	\$770.00	\$18,750
Env. Health	Repair - Well	\$190.00	\$200.00	\$1,000
Env. Health	Subdivision Evaluation of Preliminary Plat	\$210.00	\$340.00	\$0
Env. Health	Munic Requ Eval. of Well/Septic	\$105.00	\$110.00	\$50
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$175.00	\$185.00	\$50

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Env. Health	Septic tank repair/replacemt inspection	\$265.00	\$285.00	\$200
<b>Env. Health</b>	<b>BATHING BEACHES</b>			
Env. Health	Bathing Area Operational Permit	\$210.00	\$225.00	\$0
Env. Health	Reinstmt of bathing area permit	\$105.00	\$110.00	\$0
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$420.00	\$450.00	\$0
<b>Env. Health</b>	<b>CAMPGROUNDS</b>			
Env. Health	Campground Inspection 0-99 Sites	\$140.00	\$150.00	\$30
Env. Health	Campground Inspection 100-199 Sites	\$215.00	\$225.00	\$30
Env. Health	Campground Inspection 200+ Sites	\$280.00	\$300.00	\$60
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150%	\$210.00	\$225.00	\$0
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$322.00	\$340.00	\$0
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$420.00	\$450.00	\$0
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$280.00	\$300.00	\$0
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$430.00	\$450.00	\$0
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200%	\$560.00	\$600.00	\$0
<b>Env. Health</b>	<b>MISC EH PROGRAMS</b>			
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr	\$105.00	\$110.00	\$0
Env. Health	Type II Non Community - Sanitary Survey	\$420.00	\$440.00	\$400
Env. Health	Board of Health appeal fee	\$119.00	\$125.00	\$0
<b>Env. Health</b>	<b>POINT OF SALE PROGRAM</b>			
Env. Health	Point of Sale- appl processing fee	\$180.00	\$195.00	\$6,000
Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Env. Health	Point of Sale - Waste Treatment Inspection by ICHD (excludes pumping fees) (Municipal water system)	\$210.00	\$230.00	\$0

Loc of Svc	Loc of Svc	Loc of Svc	Loc of Svc	Loc of Svc
Env. Health	Point of Sale - Well Inspection by ICHD (incl water samples for bacteria and partial chemicals)	\$150.00	\$165.00	\$0
Env. Health	Point of Sale- Extension Evaluations	\$105.00	\$110.00	\$125
Env. Health	Point of Sale- Annl Inspector renwl fee	\$120.00	\$130.00	\$140
Env. Health	<b>TOBACCO</b>			
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing	\$251.00	\$260.00	\$0
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing	\$290.00	\$310.00	\$4,980
Env. Health	License- Tobacco Sales-1yr-Vend. Mach	\$290.00	\$310.00	\$180
Env. Health	Tobacco -Temporary Sampling Permit	\$115.00	\$125.00	\$20
Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	N/A	\$185.00	\$0
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing -Late Fee	N/A	\$390.00	\$0
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing -Late Fee	N/A	\$470.00	\$0
Env. Health	Tobacco Change of Ownership Fee - Non East Lansing	N/A	\$145.00	\$0
Env. Health	Tobacco Change of Ownership Fee-E.Lansing	N/A	\$125.00	\$0
Env. Health	Tobacco Failure to change ownership	N/A	\$180.00	\$0
Env. Health	<b>POLLUTION PREVENTION PROGRAM - NEW</b>			
Env. Health	Hourly Rate Over Standard Service	\$105.00	\$110.00	\$0
Env. Health	P2 On-Site Consultation (per hour)	\$105.00	\$110.00	\$0
Env. Health	P2 Plan Review (2 hour minimum)- per hr	\$105.00	\$110.00	\$0
Vet. Affairs	County User Fee	\$22.06	\$24.34	\$1,300

	B	C	D	E	F	G	H	I	J	K	L	M
2	2012 County Fees Analysis											
3	County Services Committee											
4												
5												
6	Loc of Svc	Fee Description	2011 Cost	Cost Inc %	2012 Cost	Target %	2011 Fee	2012 Calc Fee	Prop. Fee	Units	Dept/Controll. Recomm.	Add'l Rev
7	Clerk	Certified Copy - 1st Copy(1)	\$20.00	-7.59%	\$18.48	100%	\$20.00	\$18.48	\$20.00	16,840	\$20.00	\$0.00
8	Clerk	Certified Copy - Add'l Copies (1)	\$10.00	-7.59%	\$9.24	100%	\$10.00	\$9.24	\$10.00	21,160	\$10.00	\$0.00
9	Clerk	Expedited Svc - copies of Vital Records (10)	20	-7.59%	18.481204	1	\$20.00	\$18.48	\$20.00	232	\$20.00	N/A
10	Clerk	Marriage Solemnize (2)	\$50.00	-7.59%	\$46.20	100%	\$50.00	\$46.20	\$50.00	200	\$50.00	\$0.00
11	BOC	FOIA Request Copies	\$0.16	0.05%	\$0.16	100%	\$0.16	\$0.16	\$0.16	10	\$0.16	\$0.00
12	Drain Comm.	Photography	\$264.83	-0.05%	\$264.70	100%	\$265.00	\$264.70	\$265.00	3	\$265.00	\$0.00
13	Drain Comm.	Topography	\$529.66	-0.05%	\$529.41	100%	\$530.00	\$529.41	\$530.00	3	\$530.00	\$0.00
14	Drain Comm.	Floodplain/wetland	\$105.93	-0.05%	\$105.88	100%	\$105.00	\$105.88	\$105.00	0	\$105.00	\$0.00
15	Drain Comm.	Preliminary Comm. Site Plan Review(6)	\$1,223.06	-0.05%	\$1,222.47	75%	\$650.00	\$916.85	\$650.00	5	\$650.00	\$0.00
16	Drain Comm.	Preliminary Plat Review(6)	\$1,571.44	-0.05%	\$1,570.68	75%	\$650.00	\$1,178.01	\$650.00	1	\$650.00	\$0.00
17	Drain Comm.	Plat and Commercial Drainage Review										
18	Drain Comm.	First acre	\$634.22	-0.05%	\$633.91	100%	\$650.00	\$633.91	\$650.00	6	\$650.00	\$0.00
19	Drain Comm.	Additional acre	\$74.15	-0.05%	\$74.12	100%	\$75.00	\$74.12	\$75.00	2	\$75.00	\$0.00
20	Drain Comm.	Re-submission Admin fee	\$211.87	-0.05%	\$211.76	100%	\$210.00	\$211.76	\$210.00	0	\$210.00	\$0.00
21	<b>Drain Comm.</b>	<b>Plat Drain Administration Fee</b>	<b>\$6,591.31</b>	<b>-0.05%</b>	<b>\$6,588.15</b>	<b>75%</b>	<b>\$2,000.00</b>	<b>\$4,941.11</b>	<b>\$2,100.00</b>	<b>1</b>	<b>\$2,100.00</b>	<b>\$100.00</b>
22	Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$464.32	-0.05%	\$464.10	100%	\$460.00	\$464.10	\$460.00	35	\$460.00	\$0.00
23	Drain Comm.	Drain Crossing Permit- (Residential)	\$122.39	-0.05%	\$122.33	100%	\$120.00	\$122.33	\$120.00	1	\$120.00	\$0.00
24	Drain Comm.	Tap in Permit - Residential	\$130.65	-0.05%	\$130.58	75%	\$95.00	\$97.94	\$95.00	3	\$95.00	\$0.00
25	Drain Comm.	Tap-in Permit - Commercial	\$510.00	-0.05%	\$509.76	75%	\$385.00	\$382.32	\$385.00	5	\$385.00	\$0.00
26	Drain Comm.	Soil Erosion Permit - Commercial - 12 mo. Duration (5)	\$563.16	-0.05%	\$562.89	100%	\$570 +57/addl	\$562.89	\$570 +57/addl	1	\$570 +57/addl	0
27	Drain Comm.	Soil Erosion Permit - Commercial - 9 mo. Duration (5)	\$494.00	-0.05%	\$493.77	100%	\$500 +50/addl	\$493.77	\$500 +50/addl	1	\$500 +50/addl	0
28	Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration (5)	\$424.84	-0.05%	\$424.64	100%	\$430 +43/addl	\$424.64	\$430 +43/addl	10	\$430 +43/addl	0
29	Drain Comm.	Transfer	\$90.04	-0.05%	\$90.00	100%	\$90.00	\$90.00	\$90.00	27	\$90.00	0
30	Drain Comm.	Renewal	\$0.00	-0.05%	\$0.00	100%	1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	7	1/2 of orig fee	0
31	Drain Comm.	Escrow account-1/2 acre or less	\$529.66	-0.05%	\$529.41	100%	\$500.00	\$529.41	\$520.00	8	\$500.00	\$0.00
32	Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,588.99	-0.05%	\$1,588.23	100%	\$1,500.00	\$1,588.23	\$1,550.00	2	\$1,500.00	\$0.00
33	Drain Comm.	Escrow account - 1 to 5 acres	\$3,177.98	-0.05%	\$3,176.45	100%	\$3,000.00	\$3,176.45	\$3,100.00	1	\$3,000.00	\$0.00
34	Drain Comm.	Escrow account - 5 to 10 acres	\$5,296.64	-0.05%	\$5,294.09	100%	\$5,000.00	\$5,294.09	\$5,200.00	1	\$5,000.00	\$0.00
35	Drain Comm.	Escrow account - each add'l 10 acres	\$2,648.32	-0.05%	\$2,647.05	100%	\$2,500.00	\$2,647.05	\$2,600.00	0	\$2,500.00	\$0.00

	B	C	D	E	F	G	H	I	J	K	L	M
36											Dept/Controll.	
37	Loc of Svc	Fee Description	2011 Cost	Cost Inc %	2012 Cost	Target %	2011 Fee	2012 Calc Fee	Prop. Fee	Units	Recomm.	Add'l Rev
38	Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$326.38	-0.05%	\$326.22	75%	\$240.00	\$244.67	\$240.00	2	\$240.00	\$0.00
39	<b>Drain Comm.</b>	<b>9 month duration</b>	<b>\$314.49</b>	<b>-0.05%</b>	<b>\$314.34</b>	<b>75%</b>	<b>\$220.00</b>	<b>\$235.75</b>	<b>\$230.00</b>	<b>6</b>	<b>\$230.00</b>	<b>\$60.00</b>
40	Drain Comm.	6 month duration	\$254.99	-0.05%	\$254.87	75%	\$190.00	\$191.15	\$190.00	106	\$190.00	\$0.00
41	Drain Comm.	Renewal	\$0.00	-0.05%	\$0.00	75%	1/2 of orig fee	1/2 of orig fee	1/2 of orig fee	2	1/2 of orig fee	0
42	Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$395.69	-0.05%	\$395.50	75%	\$295.00	\$296.62	\$295.00	30	\$295.00	\$0.00
43	Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$59.50	-0.05%	\$59.47	75%	\$45.00	\$44.60	\$45.00	2	\$45.00	\$0.00
44	Drain Comm.	Violation and Cease&Desist Order	\$278.16	-0.05%	\$278.03	100%	\$280.00	\$278.03	\$280.00	1	\$280.00	\$0.00
45	Drain Comm.	Title Search - Drain Assessments	\$5.05	-0.05%	\$5.05	100%	\$5.00	\$5.05	\$5.00	325	\$5.00	\$0.00
46	Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$11.54	-2.27%	\$11.28	100%	\$11.00	\$11.28	\$11.00	100	\$11.00	\$0.00
47	Equalization	Digitally Produced Paper Maps- Parcel Layer										
48	Equalization	8.5" x 11"	\$5.71	-2.27%	\$5.58	100%	\$5.00	\$5.58	\$5.00	5	\$5.00	\$0.00
49	Equalization	11" x 17"	\$11.41	-2.27%	\$11.15	100%	\$11.00	\$11.15	\$11.00	5	\$11.00	\$0.00
50	Equalization	17" x 22"	\$17.12	-2.27%	\$16.73	100%	\$17.00	\$16.73	\$17.00	5	\$17.00	\$0.00
51	Equalization	22" x 34"	\$22.82	-2.27%	\$22.30	100%	\$22.00	\$22.30	\$22.00	5	\$22.00	\$0.00
52	Equalization	28" x 40"	\$28.53	-2.27%	\$27.88	100%	\$28.00	\$27.88	\$28.00	5	\$28.00	\$0.00
53	Equalization	34" x 44"	\$34.23	-2.27%	\$33.45	100%	\$34.00	\$33.45	\$34.00	5	\$34.00	\$0.00
54	Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer										
55	Equalization	8.5" x 11"	\$11.41	-2.27%	\$11.15	100%	\$11.00	\$11.15	\$11.00	1,250	\$11.00	\$0.00
56	Equalization	11" x 17"	\$22.82	-2.27%	\$22.30	100%	\$22.00	\$22.30	\$22.00	25	\$22.00	\$0.00
57	Equalization	17" x 22"	\$34.23	-2.27%	\$33.45	100%	\$34.00	\$33.45	\$34.00	20	\$34.00	\$0.00
58	Equalization	22" x 34"	\$45.64	-2.27%	\$44.61	100%	\$45.00	\$44.61	\$45.00	5	\$45.00	\$0.00
59	Equalization	28" x 40"	\$57.05	-2.27%	\$55.76	100%	\$57.00	\$55.76	\$57.00	5	\$57.00	\$0.00
60	Equalization	34" x 44"	\$68.46	-2.27%	\$66.91	100%	\$68.00	\$66.91	\$68.00	5	\$68.00	\$0.00
61	Equalization	Custom Maps	\$64.36	-2.27%	\$62.90	100%	\$64.00	\$62.90	\$64.00	50	\$64.00	\$0.00
62	<b>Parks</b>	<b>Administrative-Returned Check Fee (8)</b>	<b>\$24.38</b>	<b>12.32%</b>	<b>\$27.38</b>	<b>100%</b>	<b>\$15.00</b>	<b>\$27.38</b>	<b>\$30.00</b>	<b>0</b>	<b>\$30.00</b>	<b>\$0.00</b>
63	<b>Parks</b>	<b>Memorials Service - Bench</b>	<b>\$650.13</b>	<b>12.32%</b>	<b>\$730.22</b>	<b>100%</b>	<b>\$400.00</b>	<b>\$730.22</b>	<b>\$500.00</b>	<b>10</b>	<b>\$500.00</b>	<b>\$1,000.00</b>
64	<b>Parks</b>	<b>Parking Fees</b>										
65	Parks	Resident Daily (7)	\$5.77	-12.11%	\$5.07	75%	\$3.00	\$3.81	\$3.00	65,500	\$3.00	\$0.00
66	Parks	Resident Annual (7)	\$57.74	-12.11%	\$50.74	75%	\$30.00	\$38.06	\$35.00	1,810	\$30.00	\$0.00
67	Parks	Non-Resident Daily (7)	\$5.77	-12.11%	\$5.07	100%	\$5.00	\$5.07	\$5.00	12,500	\$5.00	\$0.00
68	Parks	Non-Resident Annual (7)	\$57.74	-12.11%	\$50.74	100%	\$40.00	\$50.74	\$50.00	30	\$40.00	\$0.00



	B	C	D	E	F	G	H	I	J	K	L	M
69	Loc of Svc	Fee Description	2011 Cost	Cost Inc %	2012 Cost	Target %	2011 Fee	2012 Calc Fee	Prop. Fee	Units	Dept/Controll. Recomm.	Add'l Rev
71	<b>Parks</b>	<b>Shelters - 40 Person Capacity</b>										
72	Parks	Baldwin Riverview	\$73.14	12.32%	\$82.15	100%	\$45.00	\$82.15	\$50.00	16	\$50.00	\$80.00
73	<b>Parks</b>	<b>Shelters - 60 Person Capacity</b>										
74	Parks	Lake Lansing South Lakeview	\$81.27	12.32%	\$91.28	100%	\$50.00	\$91.28	\$75.00	61	\$75.00	\$1,525.00
75	Parks	Lake Lansing North Oak Knoll	\$81.27	12.32%	\$91.28	100%	\$50.00	\$91.28	\$75.00	41	\$75.00	\$1,025.00
76	Parks	Lake Lansing North Sandhill	\$81.27	12.32%	\$91.28	100%	\$50.00	\$91.28	\$75.00	41	\$75.00	\$1,025.00
77	Parks	Hawk Island Kestrel	\$81.27	12.32%	\$91.28	100%	\$50.00	\$91.28	\$75.00	70	\$75.00	\$1,750.00
78	Parks	Hawk Island 1/2 of Peregrine	\$81.27	12.32%	\$91.28	100%	\$50.00	\$91.28	\$75.00	73	\$75.00	\$1,825.00
79	Parks	Burchfield Deer Run	\$81.27	12.32%	\$91.28	100%	\$50.00	\$91.28	\$60.00	18	\$60.00	\$180.00
80	Parks	Burchfield Pine Knoll	\$81.27	12.32%	\$91.28	100%	\$50.00	\$91.28	\$60.00	18	\$60.00	\$180.00
81	Parks	Burchfield Southridge	\$81.27	12.32%	\$91.28	100%	\$50.00	\$91.28	\$75.00	19	\$75.00	\$475.00
82	Parks	Potter Park Penguin Cove	\$121.90	12.32%	\$136.92	100%	\$50.00	\$136.92	\$75.00	35	\$75.00	\$875.00
83	<b>Parks</b>	<b>Shelters - 80 Person Capacity</b>										
84	Parks	Potter Park Eagle Landing	\$121.90	12.32%	\$136.92	100%	\$75.00	\$136.92	\$100.00	37	\$100.00	\$925.00
85	<b>Parks</b>	<b>Shelters - 120 Person Capacity</b>										
86	Parks	Lake Lansing - North - 1/2 of Main	\$130.03	12.32%	\$146.04	100%	\$80.00	\$146.04	\$100.00	13	\$100.00	\$260.00
87	Parks	Hawk Island Peregrine	\$162.53	12.32%	\$182.55	100%	\$100.00	\$182.55	\$125.00	47	\$125.00	\$1,175.00
88	Parks	Burchfield 1/2 of North Bluff	\$130.03	12.32%	\$146.04	100%	\$80.00	\$146.04	\$100.00	22	\$100.00	\$440.00
89	Parks	Burchfield 1/2 of Woodsong	\$130.03	12.32%	\$146.04	100%	\$80.00	\$146.04	\$100.00	21	\$100.00	\$420.00
90	<b>Parks</b>	<b>Shelters - 150 Person Capacity</b>										
91	Parks	Lake Lansing - South - 1/2 of Main	\$130.03	12.32%	\$146.04	100%	\$80.00	\$146.04	\$100.00	60	\$100.00	\$1,200.00
92	Parks	Potter Park 1/2 of Tiger Den	\$162.53	12.32%	\$182.55	100%	\$80.00	\$182.55	\$100.00	27	\$100.00	\$540.00
93	<b>Parks</b>	<b>Shelters - 240 Person Capacity</b>										
94	Parks	Lake Lansing - North - Main	\$243.80	12.32%	\$273.83	100%	\$150.00	\$273.83	\$175.00	27	\$175.00	\$675.00
95	Parks	Burchfield - North Bluff	\$243.80	12.32%	\$273.83	100%	\$150.00	\$273.83	\$175.00	15	\$175.00	\$375.00
96	Parks	Burchfield - Woodsong	\$243.80	12.32%	\$273.83	100%	\$150.00	\$273.83	\$175.00	15	\$175.00	\$375.00
97	<b>Parks</b>	<b>Shelters - 300 Person Capacity</b>										
98	Parks	Lake Lansing - South - Main	\$243.80	12.32%	\$273.83	100%	\$150.00	\$273.83	\$175.00	17	\$175.00	\$425.00
99	Parks	Burchfield - Overlook	\$243.80	12.32%	\$273.83	100%	\$150.00	\$273.83	\$175.00	17	\$175.00	\$425.00
100	Parks	Potter Park - Tiger Den	\$284.43	12.32%	\$319.47	100%	\$150.00	\$319.47	\$175.00	10	\$175.00	\$250.00
101	<b>Parks</b>	<b>Shelters - 375 Person Capacity</b>										
102	Parks	Hawk Island - Red Tail	\$325.06	12.32%	\$365.11	100%	\$200.00	\$365.11	\$250.00	51	\$250.00	\$2,550.00



	B	C	D	E	F	G	H	I	J	K	L	M
135	(1) Per MCL 333.2891, local clerks cannot charge more than the State fees of \$26 for the first copy and \$12 for the second.											
136	(2) This fee was increased by Resolution 10-085											
137	(3) This fee was established per Resolution 10-085											
138	(4) The Treasurer's office charges this fee for tax information emailed, mailed, or faxed as customers can do searches on-line or come into the office for no charge up to a certain amount.											
139	(5) In 2009, the Drain Office changed the one fee for Commercial Soil Erosion permits to separate fees based on duration.											
140	(6) These fees must be the same as first acre.											
141	(7) This fee was established per Resolution 09-263.											
142	(8) In 2009, the Treasurer increased this fee to \$30 to, which was the same as the Clerk's office, in order to maintain uniformity throughout the County. The check recovery fee for the Parks Office should also be the same.											
143	(9) Currently we only offer a discount to veterans using the dog park. The shelter fee is waived for Military Organizations.											

	B	C	D	F	G
2	2012 County Fees Analysis				
3	NEW PARKS FEES				
4					Dept/Controll.
5					Rec
6	Loc of Svc	Fee Description	2011 Fee	Units	
7	PARKS	NEW FEES			
8	<b>Parks</b>	<b>Boating Fees (1)</b>			
9		Abandonment Recovery Fee	N/A	N/A	\$40.00
10		Late Fee (arriving 1/2 hour or later after boathouse closing)	N/A	N/A	\$20.00
11	<b>Parks</b>	<b>Disc Golf (2)</b>			
12	Parks	12 & Under	N/A	N/A	\$0.00
13	Parks	Day Pass	N/A	N/A	\$5.00
14	Parks	Season Pass	N/A	N/A	\$50.00
15	Parks	Tournament *	N/A	N/A	*
16	<b>Parks</b>	<b>Dog Park (3)</b>			
17	Parks	Regular Pass	N/A	N/A	\$30.00
18	Parks	Student (college ID)	N/A	N/A	\$15.00
19	Parks	Senior (+60)	N/A	N/A	\$15.00
20	Parks	Veteran	N/A	N/A	\$15.00
21	Parks	Replacement FOB	N/A	N/A	\$5.00
22	<b>Parks</b>	<b>Special Event Fees (4)</b>			
23	Parks	Non-Profit Youth Groups	N/A	N/A	\$0.00
24	Parks	1-100 Participants	N/A	N/A	\$200.00
25	Parks	101-200 Participants	N/A	N/A	\$300.00
26	Parks	201-300 Participants	N/A	N/A	\$400.00
27	Parks	301-400 Participants	N/A	N/A	\$500.00
28		401-500 Participants	N/A	N/A	\$600.00
29	Parks	500+ Participants	N/A	N/A	\$700.00
30	<b>Parks</b>	<b>Parking (5)</b>			
31	Parks	2nd Vehicle Annual Pass	N/A	N/A	\$15.00

	B	C	D	F	G
32	<b>Parks</b>	<b>Snow Tube Rental - Burchfield (6)</b>			
33	Parks	Burchfield - Tube Rental (2 hours)	N/A	N/A	\$1.00
34	<b>Parks</b>	<b>Hawk Island Tubing Hill (7)</b>			
35	<b>Parks</b>	<i>Operational Rates (Mon-Fri 4-9 pm. Sat-Sun 10am-9pm)</i>			
36	Parks	Adult Pass (all day)	N/A	N/A	\$7.00
37	Parks	Child Pass (12&under)	N/A	N/A	\$5.00
38	Parks	Family Pass (2adults, 2 children)	N/A	N/A	\$20.00
39	Parks	Group Rate (20-100 people)	N/A	N/A	\$5/person
40	<b>Parks</b>	<i>Non-Operational Rates (Reservation Only)</i>			
41	Parks	Group Rate (1-50 people) 2 hours	N/A	N/A	\$250.00
42	Parks	Group Rate (50+ people) 2 hours	N/A	N/A	\$350.00
43	Parks	Per additional hours	N/A	N/A	\$100.00
44					
45	<b>TOTALS</b>				
47					
48	* respective to "Special Event" fees per number of people				
49	(1) These two new boating fees are requested to reduce issues that have plagued the canoe and kayak rental program for years. It has become more common for customers to leave their boats along the river and leave the area causing staff to spend a dramatic amount of time searching for these "lost" boats. Also, people are returning at the end of the day well past closing time and causing the need for overtime and added expenses to the department. Both of these proposed fees are deterrents to improper behavior and will save the department unnecessary staff time in the future. Researched other rental programs throughout the state to identivy the appropriate fee request.				
50	(2) With the addition of the new disc golf course at Burchfield Park, various users' fees were developed to offset the expenses and to provide for future improvements. Again, researched various disc golf facilities to ensure that appropriate fees were recommended.				

	B	C	D	F	G
51	<p>(3) Fees were developed by the Dog Park Task Force, comprised of representatives from Ingham County, City of Lansing and the Friends of the Greater Lansing Dog Parks. Fees will cover the cost of the electronic gate system, administrative costs for the gate system, dog waste bags, portable restroom service and provide for a maintenance and improvement fund. Researched other dog parks throughout Michigan and the country. During the approval process, the BOC requested that the maximum fee would not exceed \$30.00 and the City of Lansing requested the reduced fee for Veterans.</p>				
52	<p>(4) Our parks experience dozens of special events each year, with most receiving free shelter rentals. Most events require extra staffing to deal with restroom cleaning, trash removal and parking. This cost has been absorbed within our operating budget, reducing our budget available for other essential functions. Our research showed that many agencies charge a variety of fees for special events to offset the additional expenses associated with the events. Our proposed fees will offset the labor and material costs for providing this additional service to our customers. Not all special events will be charged for use of the park facilities, just those that require us to provide additional staffing.</p>				
53	<p>(5) The new fee request is to offer a discount for customers that wish to purchase a pass for a second vehicle. This has been a common request from our guests and we researched other park agencies that have parking fees and this is a typical fee charged.</p>				
54	<p>(6) We provide snow tubes for use on the sledding hill at Burchfield Park, a nominal charge of \$1.00 has been used since this program was instituted a few years ago to offset the cost of additional staff required to rent out the tubes.</p>				
55	<p>(7) Fees for the new tubing hill at Hawk Island, scheduled to open in December 2012, were developed by determining labor and utility cost to operate the new facility.</p>				

**From:** Sheldon Lewis  
**To:** Elizabeth Hamilton  
**Date:** 3/31/2011 4:12 PM  
**Subject:** Re: 2012 County Fees  
**Attachments:** Fees2012Drain.Dept.Rec.xls

Beth,

I have attached the Drain Commissioner's response to the 2012 County Fees. The Drain Commissioner agrees with proposed changes to fees, except for Escrow Account Fees which he proposes remain at the 2011 level, as indicated in the Department Recommendation column. We have found that the 2011 Escrow fee has been adequate to cover inspection at commercial sites. Furthermore, our office believes that building and development in Ingham County will continue to recover slowly and that overall permits, reviews, and inspections will remain low for 2012. We have made the necessary adjustments to the projected units for 2012.

Sheldon

>>> Elizabeth Hamilton 03/09/11 10:30 AM >>>

Attached is a spreadsheet with your department's calculated and proposed fees for 2012. The memo attached explains how these fees are calculated. Could you please review the spreadsheet, put in the fees that you recommend in the Dept Recommended column and return the spreadsheet to me. Also, please update the number of units for each fee.

Beth Hamilton  
Administrative Analyst  
Ingham County Budget Office  
(517) 676-7217  
ehamilton@ingham.org

**From:** Joe Reeves  
**To:** Elizabeth Hamilton  
**CC:** Eric Schertzing  
**Date:** 4/4/2011 10:39 AM  
**Subject:** Fwd: Re: 2012 County Fees  
**Attachments:** Re: 2012 County Fees; Fees2012Treas\_1.XLS

Hi Beth,

Please find attached your email and spreadsheet you requested help with. I think our Tax Searches should be approximately, 200 for 2012. Also, the fee shown for 2011 is incorrect. We have always charged \$4.00 per parcel to manually provide Delinquent Tax information. Not sure how you will proceed with this for County Services. We also receipt revenue to this line item for Tax information that we provided electronically to lenders. This is charged at \$.25 per parcel and they get the entire Delinquent data base at any given point in time. Please let me know if you have any questions or need to discuss further. Thanks again for your patience.

Thanks,  
Joe

Joe Reeves,  
Lead Senior Accountant  
Ingham County Treasurer's Office  
341 S Jefferson St  
P.O. Box 215  
Mason, MI 48854  
p 517.676.7241  
f 517.676.7242  
email: [jreeves@ingham.org](mailto:jreeves@ingham.org)

>>> Elizabeth Hamilton 3/31/2011 3:47 PM >>>

I received the attached message from Mr Schertzing. My understanding of this message is that the fees will be the same for another year. However, when he put your names in the email, did he mean that you would update the number of units for the return checks and Tax search fees? If so, could you let me know if 75 return checks and 100 Tax Searches are reasonable estimates for the number you expect in 2012. If not, could you send me the updated numbers.

Thanks, Beth

Beth Hamilton  
Administrative Analyst  
Ingham County Budget Office  
(517) 676-7217  
[ehamilton@ingham.org](mailto:ehamilton@ingham.org)



# MEMO

Date: April 7, 2011  
To: Elizabeth Hamilton  
From: Willis Bennett  
Re: Fee increase information

Following is information regarding the various new fees we are requesting for 2012.

**Parking fees:** We are strongly opposed to the proposed increase in annual parking pass fees. The fees changed in 2010 from weekends only (Memorial Day through Labor Day) at Hawk Island and Lake Lansing Park-South to Tuesday through Sunday and again in 2011 raising the fees. We believe that changing the fees negatively affected our visitation and that instituting another increase a third year in a row would cause a tremendous decrease in visitation and thus a loss in potential revenue. The new fee request is to offer a discount for customers that wish to purchase a pass for a second vehicle. This has been a common request from our guests and we researched other park agencies that have parking fees and this is a typical fee charged.

**Boating fees:** Two new fees are being requested to reduce issues that have plagued our canoe and kayak rental program for years. It has become more common for customers to leave their boats along the river and leave the area causing staff to spend a dramatic amount of time searching for these "lost" boats. Also, people are returning at the end of the day well past closing time and causing the need for overtime and added expenses to our department. Both of these proposed fees are deterrents to improper behavior and will save our department unnecessary staff time in the future. We researched other rental programs throughout the state to identify the appropriate fee request.

**Disc golf fees:** With the addition of the new disc golf course at Burchfield Park, various users' fees were developed to offset the expenses and to provide for future improvements. We again researched various disc golf facilities to ensure that we recommended appropriate fees.

**Dog Park fees:** Fees were developed by the Dog Park Task Force, comprised of representatives from Ingham County, City of Lansing and the Friends of the Greater Lansing Dog Parks. Fees will cover the cost of the electronic gate system, administrative costs for the gate system, dog waste bags, portable restroom service and provide for a maintenance and improvement fund. We researched other dog parks throughout Michigan and the country. During the approval process, the BOC requested that the maximum fee would not exceed \$30.00 and the City of Lansing requested the reduced fee for veterans.

**Special Event fees:** Our parks experience dozens of special events each year, with most receiving free shelter rentals. Most events require extra staffing to deal with restroom cleaning, trash removal and parking. This cost has been absorbed within our operating budget, reducing our budget available for other essential functions. Our research showed that many agencies charge a variety of fees for special events to offset the additional expenses associated with the events. Our proposed fees will offset the labor and material costs for providing this additional service to our customers. Not all special events will be charged for use of the park facilities, just those that require us to provide additional staffing.

**Tube rental fees (Burchfield Park):** We provide snow tubes for use on the sledding hill at Burchfield Park, a nominal charge of \$1.00 has been used since this program was instituted a few years ago to offset the cost of additional staff required to rent out the tubes.

**Tubing Hill fees (Hawk Island):** Fees for the new tubing hill at Hawk Island, scheduled to open in December 2011, were developed by determining labor and utility costs to operate the new facility.