

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
STEVE DOUGAN

COUNTY SERVICES COMMITTEE
DALE COPELGE, CHAIR
ANDY SCHOR
VICTOR CELENTINO
MARK GREBNER
BRIAN McGRAIN
DONALD VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 6, 2010 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 [March 16, 2010](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Probate Court/Human Resources - Resolution to Authorize Establishment of the Position of [Investigator](#) Probate Court in the Managerial and Confidential Employee Group
2. Circuit Court, 55th District Court, and Human Resources - Resolution Approving a Collective Bargaining Agreement with the [ICEA](#) Professional Court Employees
3. Sheriff's Office - Resolution to Authorize a Re-organization within the Sheriff's Office to Reclassify a Lieutenant Position to a [Sergeant](#) Position
4. Ingham County Farmland and Open Space Preservation Board
 - a. Resolution Amending the Ingham County [Open Space Purchase](#) of Development Rights Ordinance
 - b. Resolution Approving Selection Criteria (Scoring System) for Ranking Landowner Applications to the Ingham County Farmland and Open Space Preservation Program and Authorizing the Ingham County Farmland and Open Space Preservation Board to Proceed with the [2010 Purchase](#) of Development Rights Application Cycle
 - c. Resolution Approving Open Space Selection Criteria (Scoring System) for Ranking Landowner Applications to the Ingham County Farmland and Open Space Preservation Program and Authorizing the Ingham County Farmland and Open Space Preservation Board to Proceed with a [2010 Open Space Purchase](#) of Development Rights Application Cycle
5. Parks Department
 - a. Resolution Accepting Donations and Authorizing the Purchase and Installation of Light Fixtures for the Lake Lansing Community [Band Shell](#)
 - b. Resolution Authorizing the [Jail Alternative](#) Sentencing Program Budget
 - c. Request for Out-of-State Travel – [Animal Behavior](#) Management Alliance

6. Tri-County Regional Planning Commission - Resolution Supporting the 2010-2013 Revised Comprehensive [Economic Development](#) Strategy
7. Facilities Department
 - a. Resolution authorizing a contract with [Cusack's Masonry](#) Restoration, Inc. to Provide Tuck Pointing Services at the Veterans Memorial Courthouse
 - b. Resolution to Renew a Facilities Contract with [Nelson Trane](#) for the Air-Cooled Rotary Screw Water Chiller at the Ingham County Human Services Building
8. Management Information Services
 - a. Discussion - Resolution to Authorize the Conversion of the [Vacant MIS Deputy](#) Director Position to that of Application Developer/Business Analyst
 - b. Resolution to Approve the Renewal of the Cisco IP Telephony/Call Manager Server Annual Support Agreement from [Netarx](#)
9. Board of Commissioners
 - a. Resolution Appointing an [Interim Controller/Administrator](#)
 - b. Resolution Honoring [Dr. Matthew J. Myers](#), Ingham County Controller/Administrator on the Event of His Retirement
 - c. Resolution in Honor of the [2010 State Arbor Day](#) Celebration
10. Controller/Administrator's Office
 - a. Discussion - Deferred Compensation - RFP to Add a Third Vendor to Replace Met Life (*No Materials*)
 - b. Discussion on Resolution Establishing Areas of [Priority Emphasis](#) Guiding 2011 Activities and Budget Process
11. Board Referral - Memo from [Steven Hayward](#), Lansing Township DDA, Regarding Ingham County's Request for Tax Increment Finance Capture Reduction

Public Comment
Announcements
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

COUNTY SERVICES COMMITTEE
March 16, 2010
Minutes

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

Members Absent: None

Others Present: Matthew Myers, Becky Bennett, Tony Lindsey, Rick Terrill, Sally Auer, Tom Shewchuk, Dean Sienko, Vince Dragonetti, Jennifer Shuster, Jim Hudgins, Mike Hughes, Mark Ferguson, Michelle Rutkowski and Richard Estill

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

Approval of the March 2, 2010 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MARCH 2, 2010 MINUTES AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

Additions to the Agenda

5d. Late – Resolution Supporting the Efforts of Local Communities to Bring “Google Fiber for Communities” to the Greater Lansing Region

5e. Late – Resolution Congratulating Chief Mark Alley on the Event of His Retirement

Limited Public Comment

None

(Comm. Grebner arrived at 7:01 p.m.)

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

2. County Clerk’s Office - Resolution to Authorize an Increase in Certain Fees within the Clerk’s Office

4. Facilities Department

a. Resolution to Authorize the Renewal of the Contract with Nelson Trane (Resolution #09-172) for the Air-Cooled Rotary Screw Water Chiller at the Ingham County Hilliard Building

- c. Resolution Authorizing Entering into a Contract with Clark, Trombley, Randers to Provide Engineering Services for the Potter Park Zoo Birdhouse Exhibit

5. Board of Commissioners

- a. Request to Waive the Hiring Freeze for the Controller/Administrator
- b. Resolution Designating April 1, 2010 as Census Day in Ingham County
- c. Resolution Honoring Taylor Hartner
- d. Resolution Supporting the Efforts of Local Communities to Bring “Google Fiber for Communities” to the Greater Lansing Region
- e. Resolution Congratulating Chief Mark Alley on the Event of His Retirement

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

1. Interviews - Women's Commission

The Committee interviewed Jennifer Shuster for the Women’s Commission.

3. Health Department - Resolution to Amend the Ingham Health Plan Corporation Administrative Services Agreement and Create a Nurse Case Manager Position

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AMEND THE INGHAM HEALTH PLAN CORPORATION ADMINISTRATIVE SERVICES AGREEMENT AND CREATE A NURSE CASE MANAGER POSITION.

Dr. Sienko, Health Department, informed the Committee that the Ingham Health Plan Corporation is concerned about certain people excessively using the emergency room. He stated that in order to manage the problem, the Ingham Health Plan Corporation would like to increase the contract rate paid to the Health Department so that a Nurse Case Manager can be hired. The position’s responsibilities would include finding ways to modify members’ behavior in order to reduce the overuse of the emergency room.

MOTION CARRIED UNANIMOUSLY.

4. Facilities Department

- b. Resolution to Authorize the Renewal of the Contract with Teachout Security Services at Various Ingham County Buildings

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

Mr. Terrill, Facilities, provided the Committee with an overview of the recommendation to extend the current security contract with Teachout by one year. The terms and conditions of the agreement would remain the same. He informed the Committee that the Sheriff's Department has submitted a tentative proposal to provide security at a significantly lower rate than Teachout Security. Comm. Grebner asked if the security service would be provided by deputies from the Sheriff's Department. Mr. Terrill answered that the majority would be retired deputies. Dr. Myers, Controller, stated that the County's attorneys will be submitting their written opinion of the proposal. He indicated that while this plan has potential to initially save money, it could present other issues. Comm. Vickers asked if the Teachout security guards are deputized. Mr. Terrill answered that they are not deputies, rather unarmed security guards.

MOTION CARRIED UNANIMOUSLY.

6. Discussion - Management Information Services Department - Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application Developer/Business Analyst

Mr. Shewchuk, MIS, informed the Committee that he would like to hire an Application Developer/Business Analyst to replace the Deputy Director who recently retired. Comm. McGrain asked if the position is a management position. Mr. Shewchuk stated that it is a leadership position rather than a management one. He indicated that the new position would not have the authority to manage personnel. Dr. Myers clarified that the position would still fall within the managerial plan; it is not a union position. Comm. Vickers asked if the County has lead workers in other departments that are under the managerial plan. Mr. Lindsey, Human Services, indicated that there are employees in a leadership position that fall within the managerial plan.

Chairperson Copedge asked what the benefits of the new position are. Mr. Shewchuk answered that there are currently approximately 100 applications for Ingham County that can be utilized in a variety of ways. He indicated that this position enables the work to be done in-house, rather than hiring out the services. He stated that the purpose of the new position is to work with all departments in order to use all applications in a more efficient manner.

(Board Chairperson De Leon arrived at 7:32 p.m.)

7. Board Referrals
 - a. Resolution from Wexford County Calling for the Modification of State Act 312 of 1969
 - b. E-mail from Steve Hayward, Lansing Township, Requesting the County to Review the 2009 Allocation Resolution as it Relates to 16.4 Million Dollars of Facility Bonds

Comm. Grebner suggested having Ms. Pigg and EDC start reviewing this issue. He stated that it is important for the County to move through this process quickly. Comm. McGrain expressed his support of Comm. Grebner's comments. He indicated that EDC has a process in place for this and is interested in opening it back up.

The Board Referrals were received and placed on file.

Public Comment

Ms. Auer, UAW, expressed her opposition of filling a vacant manager's position during this budget situation.

Mr. Shewchuk clarified that when he began working at MIS there were three managers; however, now there is only one.

Announcements

Comm. Schor informed the Committee that a bill was introduced that would require consolidation of 911 Centers. He directed the Controller's Office to further examine this issue.

The meeting adjourned at approximately 7:57 p.m.

Respectfully submitted,

Karsha Sathianathan

RESOLUTION STAFF REVIEW

DATE March 4, 2010

Agenda Item Title: Resolution to Authorize Establishment of the Position of Investigator – Probate Court in the Managerial and Confidential Employee Group

Submitted by: T. A. Lindsey, Human Resource Director

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

Summary of Proposed Action:

The position of Investigator – Probate Court was affiliated with the OPEIU Probate Professional Employees. It was one of two positions affiliated with that Union. The other position of Probate Court Reporter was vacated by the incumbent's retirement on February 19, 2010.

The County Attorney's Office has opined that a union of one cannot exist. Accordingly, the remaining Investigator was afforded an opportunity to be relocated. The incumbent selected the Managerial and Confidential Group.

The Human Resources analysis recommends MCF 6 Grade placement and redlining at the incumbent's existing \$53,511 annual rate.

Authorization to relocate the Investigator – Probate Court (#148009) position to the MCF Group – Grade 6 with compensation redlined at the existing \$53,511 for FY 2010.

Financial Implications: The Ingham County Budget Department reports zero cost savings / reduction.

Other Implications: With the relocation of this position to the MCF Employee Group, the OPEIU Probate Professional Employees Organizational will cease to exist.

Staff Recommendation: MM __ JN __ TL X TM __ JC __
Staff recommends approval of the resolution.

**INGHAM COUNTY
JOB DESCRIPTION**

INVESTIGATOR, PROBATE COURT

General Summary: The purpose of this position is to collect, analyze, and accurately report information as well as to make reasoned recommendations to the probate judges. The Investigator conducts fact finding investigations to verify information alleged in petitions for guardianship (minors and adults), conservatorship, adoptions, and emancipations of minors. Collects information through interviews, consultation with professionals including social workers, counselors, teachers, physicians, nurses, and probation/parole officers, and contacts with other agencies such as police departments and Protective Services.

The Investigator assigned to Foster Care also conducts investigations regarding licensing actions (new and renewal) and makes thorough investigations of any complaints concerning the foster homes licensed through the Court. The information gathered in the investigations is summarized in detailed narrative reports which must strictly conform to the criteria that has been established by the Department of Social Services/Bureau of Regulatory Services.

Essential Duties:

1. Investigations for guardianship and conservatorship; verifying information contained in petitions, analyzing information, making recommendation to judges; testifying in court.
2. Emergency investigations: gathering, verifying, and analyzing information, making recommendation to judges within urgent time constraints; testifying in court.
3. Adoption investigations and supervision: Thorough narrative reports on best interests of child as defined by statute; reports on background of biological parents and reason for child's placement away from his/her parents per Public Act 159 of 1994.
4. Review of guardianships (minor and adult); termination of guardianship.
5. Emancipation investigations: Determining whether emancipation is in the minor's best interest according to criteria provided in statute; recommendation to judges.
6. Referrals to and from other agencies: Information gathering through criminal history checks, school records, medical records, Protective Services reports, etc. Reports to other agencies of suspected abuse/neglect, professional misconduct; directing clients to resources within the community.
7. Telephone contact: Extensive telephone interviews with clients, other governmental units, private agencies, professionals, schools, attorneys, and with the general public.
8. Inspection of records: Obtaining proper releases for confidential information; examining medical records, Protective Services reports, school attendance and counseling files, criminal history reports, arrest summaries, etc.
9. Writing reports, filing, fax, xerox: writing extensive reports of findings and recommendations; filing reports, making sure reports go to attorney of record, faxing information to and receiving faxes from other agencies, copying of documents.

In addition, the job tasks following are performed in the foster care division:

1. Investigations for new licenses and license renewals including assessing homes according to strict DSS licensing rules and thorough investigations of complaints. Requires knowledge and use of DSS forms including those for rules compliance, clearance requests (criminal and Protective Services), medical clearances, environmental health (water and sewage), and fact sheets. Encompasses contacting references, assessing cross racial/cross cultural questionnaires, providing orientation to court's program, in-home visits, telephone consultations, and written correspondence.
2. Active participation in Interagency Foster Parent Training Coalition including attending regular meetings, monitoring trainings, working on subcommittee, notifying foster parents of training sessions.
3. Meeting with foster parents and caseworker to resolve problems, facilitate communication, and clarify expectations.
4. Writing reports in strict conformance with DSS criteria, maintaining files, proper closure of inactive files per DSS guidelines.
5. Working with other agencies to borrow foster home placements for particular teens.

Other Functions:

Performs other tasks as assigned.

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

Employment Qualifications

Education: Must have a minimum of 2 to 3 years of college, technical or other relevant education. Course work in Social Sciences or related fields of study preferred

Experience: Must have a minimum of 2 to 3 years court, legal or related work experience.

Other Requirements: Must be able to operate a motorized vehicle and have a valid Michigan Driver's license.

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- Work environment varies. When in the office/Court, extended periods of sitting and computer work is required.
- When performing field work, exposure to unusual elements increase. Examples include, but are not limited to, cigarette smoke, various levels of cleanliness and people with different levels of personal hygiene.
- Has contact with hostile people in a relatively controlled environment.
- Has contact with individuals going through emotional turmoil and circumstances.

***MCF 06
February 2010***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ESTABLISHMENT OF THE POSITION OF INVESTIGATOR - PROBATE COURT IN THE MANAGERIAL AND CONFIDENTIAL EMPLOYEE GROUP

WHEREAS, the Investigator position within the Probate Court has been one of two professional positions represented by the OPEIU, Local 459; and

WHEREAS, the Probate Court OPEIU Court Reporter position was eliminated upon that employee’s retirement in February of 2010 and instead replaced with a UAW Court Recorder position, leaving only a single employee within this OPEIU bargaining unit; and

WHEREAS, under Michigan law, a single person may not be recognized as a collective bargaining unit; and

WHEREAS, the OPEIU has explored the options of merging this position into the OPEIU Family Court Bargaining Unit or having the position moved to the Managerial and Confidential Employee Group (MCF); and

WHEREAS, the employee expressed a preference of having the position moved to the MCF Group, and OPEIU and the Probate Court has concurred with that preference; and

WHEREAS, the Human Resources Department staff evaluated the Investigator position and recommend that it be placed at the MCF 6 Grade compensation level; and

WHEREAS, as the current OPEIU Wage level (OPEIU Grade 4) is inconsistent with the recommended MCF 6 Grade, having a lower start rate, but higher top rate, and, therefore, Human Resources has recommended that the current employee be redlined at the existing pay level (\$53,511 for FY 2010); and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department with the recommendations that are contained in this resolution; and

WHEREAS, the affected collective bargaining unit, being the OPEIU, and the Probate Court have been consulted and support the requested recommendations contained in this resolution; and

WHEREAS, no additional funds are required to implement the proposed changes.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the Investigator position be moved from the OPEIU Probate Unit to the Managerial and Confidential Employee Group as follows:

(Current)

<u>Position/Title</u>	<u>Grade</u>
Investigator – Probate Court (148009)	OPEIU 4

(Revised)

Position/Title

Proposed Grade

Investigator – Probate Court (148009)

MCF 6

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the current Probate Court Investigator, being Employee #2130, to be redlined at the OPEIU 4 salary level (\$53,511 for FY 2010) to avoid any potential adverse effects of the change, and that upon the position being vacated, it shall thereafter be compensated at the recommended MCF Grade 6 level.

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval by the Board of Commissioners.

RESOLUTION STAFF REVIEW

DATE March 11, 2010

Agenda Item Title: Resolution Approving a Collective Bargaining Agreement with the ICEA Professional Court Employees

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

Committees: LE____, JD X, HS____, CS X, Finance X

Summary of Proposed Action:

TENTATIVE AGREEMENT
SUMMARY

ICEA PROFESSIONAL COURT EMPLOYEES
AND
INGHAM COUNTY/30TH JUDICIAL CIRCUIT COURT AND 55TH DISTRICT COURT

1. Wages: January 1, 2009: 2%; January 1, 2010: 1%; January 1, 2011: 1%. No retro-pay to employees who terminated between 1/1/09 and ratification.
2. Duration: 3 year contract.
3. Article 5, Definition of Employees, Section 1:
 - B. Three-Quarter-Time Employees:

Employees regularly scheduled to work between thirty (30) and thirty-nine (39) hours weekly shall receive the following: . . .

 - 3) Dental **and vision** coverage the same as full-time employees are eligible to receive. . .
 - C. Part-Time Employees: Employees who are regularly scheduled to work less than full-time, but at least half-time (twenty (20) hours per week up to and including twenty-nine (29) hours per week) shall be classified as regular, part-time employees. They shall: . . .
 - 5) Receive dental **and vision** coverage the same as full-time employees are eligible to receive.
4. Article 16, Discipline, New Section 4. Drug Testing.

The Employer, at its cost, may require an employee submit to drug and/or alcohol testing if the Employer has probable cause the employee is under the influence of alcohol or an illegal drug during work hours which may be affecting the employee's performance. "Probable cause" must be based on objective facts, including, but not limited to: (1) observation by the Employer that the employee is

exhibiting irregular behavior, slurred speech, uncoordinated movement, or impaired judgment; or (2) detection by the Employer of the odor of alcoholic beverage or other indicia of the influence of alcohol and/or illegal drugs; or (3) detection by the Employer of the odor of illegal drugs or use of illegal drugs. The Employer shall support the Association and any employee who tests positive for alcohol or illegal drugs to assist the employee in their recovery efforts through an EAP or other means. The foregoing obligation to support shall not diminish the Employer's right and responsibility to discipline for conduct resulting from the use of alcohol or illegal drugs.

New Section 5. Disclosure of Criminal Record.

- A. All employees shall fully disclose to their Department Head all criminal felony and/or misdemeanor convictions. The employee's criminal history will be held as confidential to the extent permitted by law. The Employer may conduct a criminal history search periodically on all employees.
- B. Any employees that work directly with minors or who will have access to minor's records that are convicted of a felony or misdemeanor, including expressly any law relating to drugs or other controlled substances, or are charged with a felony, or are placed on the Central Registry as a perpetrator, shall notify in writing their Department Head immediately, and in all cases, no later than five (5) days after such conviction, charge, or placement on the Central Registry. An employee must disclose to the Department Head any conviction resulting from such pending charges as described in this Section. However, as required by Federal regulation, employees working with minors must disclose any arrests or charges related to child sexual abuse, child abuse, or child neglect and the disposition of such arrest or charges, and may also be required to certify that no case of a child abuse or neglect has been substantiated against them. In every case, employees in positions that work directly with minor or who will have access to minor's records, shall undergo the background checks, and if they have not resided or lived in Michigan for each of the previous ten (10) years, they must also sign a waiver attesting to the fact that they have not been convicted of a felony or identified as a perpetrator.

New Section 6. County Vehicles/Transporting Program Participants.

All persons operating County vehicles or transporting program participants in the course of their employment with the Employer shall, at all times operate their motor vehicle in a safe and prudent manner in strict accordance with the laws of the State of Michigan. No employee shall operate a County vehicle or transport program participants unless they have the appropriate driver's license from the State of Michigan and, should such driver's license be restricted, suspended or revoked at any time, it shall be the employee's obligation to immediately notify their supervisor of the same. The Employer reserves the right to verify such employee's driving records and driver's license status.

5. Article 19. Hospitalization—Medical Coverage. Add new 2009 Letter of Agreement on health care. Delete language which is no longer applicable. Replace Section 11 with the following: **Certain individuals who satisfy the requirements of Resolution #08-042 will be provided health insurance (along with vision and dental coverage if available under the terms of the policies and any differential in cost to be paid by the employee) pursuant to the benefit eligibility requirements of the County, health care providers and IRS regulations. Such provision of health care benefits is subject to elimination or modification by the County to the extent permitted by law.**

6. Article 20, Life Insurance. Change as follows

Section 1. The EMPLOYER shall provide life insurance coverage in the amount of Forty Thousand Dollars (\$40,000.00), including double indemnity for accidental death, for full-time employees only. Part-time employees shall not be eligible for life insurance.

Section 2. Part-time, **shared-time and three-quarter time** employees shall not be eligible for life insurance coverage.

Section 3. Such life insurance coverage shall be effective the first day of the month after the person has been employed five (5) months, and the premiums shall be paid by the EMPLOYER. **The Employer may provide in its discretion a shorter waiting period. Benefits are reduced at the age of 65 years on a graduated basis.**

Section 4. As soon as practicable, employees shall have the option to purchase at their expense additional life insurance coverage in amounts and for the cost as allowable and determined by the carrier.

7. Article 22 Vacation. Add the following: Section 1. Employees shall earn vacation credits **for each payroll period of eighty compensated hours and pro-rata increments thereof** according to the following schedule

8. Article 23, Leaves of Absence.

Section 4. Notice. An employee taking sick leave shall inform his/her immediate supervisor of the fact and the reason therefore **within 15 minutes of the start of the first hour** of the employee's work day.

Section 6. Family Illness.

A. A cumulative maximum of 40 hours of sick leave credit per contract year may be used for the illness of a spouse, minor dependent child or step-child, ~~or~~ parent of the employee, **and other qualified adults as defined at Article 19, Section 11.** Medical verification may be required by the EMPLOYER.

Section 13. Compassionate (Funeral) Leave. If a death occurs among a member of an employee's immediate family, the employee will be excused from work up to a maximum of five (5) work days, three (3) of which will be with pay and, if necessary, two (2) additional work days to be charged against earned sick leave. Immediate family is defined as: spouse, **other qualified adults as defined at Article 19, Section 11**, children, parents, father-in-law, mother-in-law, brother, sister, step-sister, step-brother, and grandchildren.

One (1) work day, the day of the funeral, is allowed in the case of the death of an uncle, aunt, nephew, or niece, and two (2) work days for **step-parent, step-child**, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, or grandmother, to be charged against earned sick leave. Upon approval of the department head, one (1) additional work day may be granted, to be charged against sick leave. Any additional time must be charged against annual leave.

9. Article 24, Disability Plan.

Section 1. The EMPLOYER will provide a short-term disability plan as follows for regular, non-probationary, full-time employees. **The Employer may in its discretion provide a policy effective at the date of hire. . . .** (Balance of section unchanged.)

New Section 4. **To be eligible for short-term disability benefits, the employee must submit the disability claim to the insurance carrier within the time limits and under the procedure established by the carrier. The Employer shall give notice to the employee of the required time limits within the ninety (90) day elimination period and before said eligibility expires if it is made aware of the qualifying disability.**

10. Article 27, Travel Allowance. Change and rework Section 1 as follows:

Section 1. Parking Allowance.

- A. **In the Employer's sole discretion, employees will either be:**
1. **Provided with free parking by the County closest to where the employee is normally scheduled to work, or**
 2. **Reimbursed up to the minimum group rate negotiated with the City of Lansing for the ramp closest to where the employee is normally scheduled to work payable on a monthly basis, provided the employee furnishes satisfactory proof of payment.**
- B. **CATA Reimbursement. In the event that an employee utilizes the CATA bus service and is not provided free parking by the County at their place of work, the EMPLOYER shall reimburse the employee upon satisfactory proof of purchase of bus passes. In no event shall reimbursement for bus passes exceed the parking reimbursement amount.**
- C. **Waiver of Parking. An employee who is assigned to the Grady Porter/ Veterans Memorial Building, who does not use CATA reimbursement per B above and who is eligible for parking may waive the right to parking under this Article and instead receive a waiver payment in the amount of \$30 per month. The decision to waive parking shall be made a maximum of one (1) time per calendar quarter in monthly increments of 1, 2, or 3 months per waiver/quarter.**
11. Letter of Agreement concerning unpaid days:

For 2010, if all eligible County groups participate, the ICEA will meet and confer with the Employer regarding taking the three (3) days off unpaid between Christmas and New Year. The parties will consider spreading out the unpaid time over the year or taking it at once. This is conditioned on no disadvantageous impact on employee benefits or terms and conditions of employment.

12. Letter of Agreement on CARES:

~~**WHEREAS,** the Employers and the Union have entered a collective bargaining agreements for each of the referenced Union bargaining units; and~~

~~WHEREAS, the Employers Human Resource Department staff and Union representatives have met and discussed the potential of offering the CARES Employee Assistance Plan (EAP) to ICEA bargaining unit members; and~~

~~WHEREAS, the parties believe that participation in the CARES an EAP program may be beneficial to both the Employers and Union members; and~~

~~WHEREAS, the parties are agreeable to the Employers offering the CARES an EAP to ICEA bargaining unit members.~~

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The Employers will offer ~~the CARES an EAP~~ to ICEA bargaining unit employees; ~~effective as soon as the plan may practically be implemented after the approval and execution of this Letter of Understanding by both the Employers and the Union.~~

2. ~~It is expressly understood between the parties that the Employers' offer of this plan is contingent on cost of plan not exceeding \$2.75 per month per employee.~~ The Employers reserve the right to discontinue participation in this plan in the event the cost exceeds **its ability to pay \$2.75 per month per employee.** The Employers also reserve the right change to another EAP providers. **In the event the Employers consider that it will not continue to fund an EAP they will provide advance written notice to the Union sufficient to allow the Union the opportunity to address the issue.**

3. It is understood by the parties that bargaining unit employees utilizing the ~~CARES an EAP~~ shall be entitled to utilize sick leave and other applicable leaves of absence to the extent authorized in the appropriate sections of their collective bargaining agreement.

4. ~~The balance of the Agreements between the parties will remain in full force and effect for the duration of the Agreements' term.~~

13. Reclassifications. The following positions will be reclassified, effective 1/1/09, as recommended by County Human Resources on 6/1/09:

1. ADR/Case Procession Coordinator. Total Job Evaluation Points: 925; Pay Grade 5.
2. Chief Probation Officer/Sobriety Court Coordinator. Total Job Evaluation Points: 1360; Pay Grade 1
3. Court Service/Warrant Officer. Total Job Evaluation Points: 1005; Pay Grade 7.
4. Family Services Enforcement Facilitator. Total Job Evaluation Points: 1040; Pay Grade 7.

Financial Implications: Cost included in the budget.

Other Implications: None.

Staff Recommendation: MM___ JN___ TL X TM___ JC___
Staff recommends approval of the resolution.

RESOLUTION STAFF REVIEW

DATE: March 25, 2010

Agenda Item Title: Resolution to Authorize a Re-organization within the Sheriff's Office to Reclassify a Lieutenant Position to a Sergeant Position

Submitted by: Sheriff's Office

Committees: LE X, JD____, HS____, CS X, Finance X

Summary of Proposed Action: This resolution will authorize a re-organization in the Sheriff's Office, whereby the Corrections Lieutenant Position #301013 (a vacant position) be eliminated and replaced by a Corrections Sergeant Position, effective the date of the passage of this resolution.

Financial Implications: The long-term annual savings in total personnel costs is \$5,468.00.

Other Implications: None.

Staff Recommendation: MJM__ JN X TL ____ TM ____ JC ____
Staff recommends approval of the resolution.

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RE-ORGANIZATION WITHIN THE SHERIFF'S OFFICE TO RECLASSIFY A LIEUTENANT POSITION TO A SERGENT POSTION

WHEREAS, the Ingham County Sheriff's Office has an open Lieutenant Position #301013 due to a retirement; and

WHEREAS, the Sheriff's Office realizing every opportunity to save General Fund dollars would request reducing the open Lieutenants Position to the rank of Sergeant; and

WHEREAS, the long-term annual savings in total personnel costs realized is \$5,468.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a re-organization in the Sherriff's Office, whereby the Corrections Lieutenant Position #301013 be eliminated and replaced by a Corrections Sergeant Position effective the date of the passage of this resolution.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator's Office to make any necessary changes to the Position Allocation List and the Ingham County Sheriff's Office 2010 Budget.

RESOLUTION STAFF REVIEW

DATE March 26, 2010

Agenda Item Title: Resolution Amending the Ingham County Open Space Purchase of Development Rights Ordinance

Submitted by: Ingham County Farmland and Open Space Preservation Board

Committees: LE____, JD____, HS____, CS__X__, Finance____

Summary of Proposed Action:

This resolution amends the Declaration of Purpose section of the Ingham County Open Space Purchase of Development Rights Ordinance to emphasize the benefits and importance of protecting open space land as it relates to urban areas within the County.

Financial Implications:

None.

Other Implications:

This change has been approved and recommended by the Ingham County Farmland and Open Space Preservation Board.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__X__

Staff recommends approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE INGHAM COUNTY OPEN SPACE PURCHASE OF DEVELOPMENT RIGHTS ORDINANCE

WHEREAS, Ingham County's non-agricultural, open space land is an important natural resource; and

WHEREAS, Ingham County's open space land contributes significantly to the open space and natural resource benefits of the County, including rural character, scenic beauty, hunting and other recreational opportunities, and to the environmental benefits of the County, including watershed protection and wildlife habitat, all of which increases the overall quality of life and makes the County an attractive place to live and work; and

WHEREAS, protecting open space lands will help prevent sprawl development which will benefit urban and rural residents alike; and

WHEREAS, the Farmland and Open Space Board wishes to amend the current Ingham County Open Space Ordinance (Ord. No. 09-02) to reflect the urban benefits of open space protection; and

WHEREAS, it is the policy of the State of Michigan and Ingham County to protect and preserve open space land as evidenced by township master plans, Part 361, Farmland and Open Space Preservation, of the Natural Resources and Environmental Protection Act (NREPA), PA 451 of 1994, as amended, MCL 324.36101 *et seq.*, the State Agricultural Preservation Fund, being Part 362 of NREPA, MCL 324.36201 *et seq.*, PA 262 of 2000, Part 21, Subpart 11, Conservation and Historic Preservation, of NREPA, MCL 324.2140 *et seq.*, the Michigan Zoning Enabling Act, PA 110 of 2006, MCL 125.3506, the Ingham County Farmland Purchase of Development Rights Ordinance (#04-01), and other state and local statutes and policies; and

WHEREAS, the Natural Resources and Environmental Protection Act and the Michigan Zoning Enabling Act authorize a county to enact an ordinance for the purchase of development rights and the placement of conservation easements.

THEREFORE BE IT RESOLVED, that Ingham County amend the proposed resolution language to Ingham County Open Space Purchase of Development Rights Ordinance, a copy of which is attached as Exhibit 1 and is incorporated by reference.

BE IT FURTHER RESOLVED, that the ordinance shall become effective when a notice of its adoption is published in a newspaper of general circulation in the County.

Amendment to
Ingham County Open Space Ordinance (Ord. No. 09-02)

Changes to be made to the Open Space Ordinance:

1. A. and B. below are revisions of A. and B. of the current Ordinance. C. below is an entirely new section.
2. A. and B. below will replace A. and B. of Section 1. of the current IC Open Space Ordinance (Ord. No. 09-02). C. below will be added to the current Ordinance. It will be added after A. and B. of Section 1.
3. Section 1. C., D., E.,... etc. of the current Ordinance will be relettered D., E., F..... etc.

Section 1. Declaration of Purpose

A. Purpose of the program. It is the purpose of the Ingham County Open Space Preservation Program to both protect open space land and prevent sprawl development, thereby enhancing the quality of life for the rural, urban, and suburban residents of the county.

B. Importance of open space land. Ingham County's open space land are important to the residents of the County for aesthetic reasons, including protection of rural character and scenic beauty, for environmental reasons, including protection of air and water quality, watersheds, wildlife habitat, flood plains and natural ecosystems, for recreational reasons such as hunting and other recreational opportunities, for the tax benefits derived from preventing sprawl development, and for cultural reasons, since a rural population and lifestyle is maintained. In these ways Ingham County's open space land increases the quality of life for all its residents and makes it an attractive place to live and work

C. Importance to urban areas of protecting open space land. Protecting open space land provides the aesthetic, recreational, environmental, and cultural benefits described above not only for the rural residents of the county but also for the urban residents since these benefits are in close proximity to the urban areas and are readily accessible to all residents. In addition, protecting open space land reduces sprawl development. The tax savings from reducing sprawl development can be directed to supporting smart growth goals in the urban areas. Urban areas already have the infrastructure to support development and they should be fully utilized before farmland and natural land are developed. Furthermore, the benefits of protecting open space land attract businesses by improving the quality of life for residents. The businesses, in turn, maintain the local economy, including providing jobs.

RESOLUTION STAFF REVIEW

DATE March 26, 2010

Agenda Item Title: Resolution Approving Selection Criteria (Scoring System) for Ranking Landowner Applications to the Ingham County Farmland and Open Space Preservation Program and Authorizing the Ingham County Farmland and Open Space Preservation Board to Proceed with the 2010 Farmland/Open Space Purchase of Development Rights Application Cycle

AND

Resolution Approving Open Space Selection Criteria (Scoring System) for Ranking Landowner Applications to the Ingham County Farmland and Open Space Preservation Program and Authorizing the Ingham County Farmland and Open Space Preservation Board to Proceed with a 2010 Open Space Purchase of Development Rights Application Cycle

Submitted by: Ingham County Farmland and Open Space Preservation Board

Committees: LE____, JD____, HS____, CS_X____, Finance____

Summary of Proposed Action:

These two resolutions approve selection criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program, and authorize the Ingham County Farmland and Open Space Preservation Board to proceed with the 2010 Purchase of Development Rights (PDR) application cycle. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the Selection Criteria developed by the Agricultural Preservation Board as set forth in the PDR Ordinance passed July 27, 2004. These criteria will allow the Agricultural Preservation Board to rank and prioritize landowner applications to the purchase of development rights program.

It is important to note that the recommended ranking process for the 2010 application cycle represents a change from past cycles authorized by the Board of Commissioners. This selection criteria is two-tiered. The first tier will allow for scoring and ranking of the landowner application based on the quality of the parcel. After the first round of scoring is complete, the top ten ranked farms will be invited to donate a portion of the easement purchase price back to Ingham County. The amount of donation will determine the overall ranking and the farms that will be selected for protection. Donations of 0-24% receive 5 points. Donations of 25-50% receive a point for every percent, with a maximum of up to 55 points. Tier II points will be added to Tier I points for a Grand Total (Tier I + Tier II = Grand Total). Grand Total points will be used to determine the farms selected for protection.

Official Board of Commissioners' approval to proceed with an application cycle is not a requirement set forth by the PDR Ordinance.

Financial Implications: No direct financial implications.

Other Implications: None.

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

Staff recommends approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING SELECTION CRITERIA (SCORING SYSTEM) FOR RANKING LANDOWNER APPLICATIONS TO THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION PROGRAM AND AUTHORIZING THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD TO PROCEED WITH THE 2010 FARMLAND PURCHASE OF DEVELOPMENT RIGHTS APPLICATION CYCLE

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland Preservation Program; and

WHEREAS, Ingham County voters passed a millage of .14 mils in 2008 to fund purchases of agricultural conservation easements through the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, in the course of implementing the Ingham County Purchase of Development Rights Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Selection Criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Purchase of Development Rights Ordinance requires that the Selection Criteria be approved by the Ingham County Board of Commissioners before each application cycle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Selection Criteria developed by the Ingham County Farmland and Open Space Preservation Board as set forth in the Purchase of Development Rights Ordinance passed July 27, 2004.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Farmland and Open Space Preservation Board to proceed with the 2010 Farmland Purchase of Development Rights (PDR) application cycle.

Selection Criteria for Protection of Farmland 2010 Application Cycle

Tier I Criteria are divided into four main sections:

Agricultural Characteristics	62 points
Development Pressure	38 points
Additional Ag Protection Efforts	38 points
Other Criteria	10 points
<i>Tier I Total Points</i>	<i>148 points</i>

AGRICULTURAL CHARACTERISTICS (62 POINTS)

1) **Agricultural Productivity – Prime and Unique Soils** **Maximum Points: 20**

Prime and Unique Soils		20 points
Prime under all circumstances		20 points
Prime if adequately drained		15 points
Not prime or unique		0 points

Example: 70% of parcel is prime under all circumstances (.70 x 20 pts) = 14 points
30% of parcel is prime if adequately drained (.30 x 15 pts) = 4.5 points
Total points = 18.5

2) **Size of Parcel (s)** **Maximum Points: 25**

Points for parcels between 40 and 200 acres are calculated by multiplying 0.125 times the parcel size. Any parcel above 200 acres receives 25 points. Parcels that are 0-39.99 acres receive 0 points.

Example: Parcel size is 150 acres; 150 x 0.125 = 18.75
Example: Parcel is 85 acres; 85 x 0.125 = 10.63
Example: Parcel is 350 acres; 25 points, the maximum possible
Example: Parcel is 32 acres; (0 points for parcel less than 39.99 acres)

3) **Additional Agricultural Income** **Maximum Points: 5**

Points will be awarded to operations that have “value-added” agriculture either through animal related production or through production of a specialty crop (crops other than corn, wheat, soybeans), or both, with total sales over \$10,000.00 annually.

Example: Parcel is integral to farm operation that produces a specialty crop, which grosses over \$15,000 annually. Total Points = 5 points

4) **Proximity to Existing Livestock Farms** **Maximum Points: 5**

A livestock operation for this purpose means a farm with more than 50 animal units (EPA definition; 1000 lbs = 1 unit)

Parcel is contiguous to an existing livestock operation	5 points
Parcel is located between 0.5 miles and 1 mile of an existing livestock operation	3 points
Parcel is located further than 1 mile from an existing livestock operation	0 points

**Contiguous for this section means no other parcel is located in between the parcels. Parcels separated only by a road are considered contiguous.*

5) Amount of undeveloped land in the surrounding area

Maximum Points: 7

A circle with a 1 mile radius and with a centroid (center point) generated by computer is used to calculate the points in this section.

75 % or more of the surrounding area is undeveloped land	7 points
50% or more but less than 75% of the surrounding area is undeveloped land	5 points
25% or more but less than 50% of the surrounding area is undeveloped land	2 points
Less than 25% of the surrounding area is undeveloped land	0 points

DEVELOPMENT PRESSURE (38 POINTS)

6) Proximity to Existing Public Sanitary Sewer or Water, or both

Maximum Points: 10

Linear (straight line) distance to existing, usable public sanitary sewer, or water services, or both, will result in the following scoring options:

Less than one-half (1/2) mile from sewer or water	0 points
One-half (1/2) mile or more but less than 1 mile	5 points
One (1) mile or more but less than 2 miles	10 points
Two (2) miles or more but less than 5 miles	8 points
More than 5 miles	6 points

Example: Parcel is located 3 miles from existing sewer lines. Total points = 8 points.

7) Proximity to designated population centers (as defined by Tri-County Planning; The Growth Project) in Ingham County (get date of project)

Maximum Points: 20

Points are awarded based on linear distance from nearest farm boundary to designated population centers (as defined by Tri-County Planning; *The Growth Project*)

Farm boundary is 2 miles from population center	20 points
Farm boundary is 3 miles from population center	18 points
Farm boundary is 4 miles from population center	16 points
Farm boundary is 5 miles from population center	14 points
Farm boundary is more than 5 miles from population center	0 points

Example: Farm is located 2 miles from "designated population center. Total points= 20 points

8) Road Frontage (paved or gravel)

Maximum Points: 8

Emphasis is placed on parcels with greater linear distance of road frontage, placing the farmland under a greater threat of fragmented development. Frontage can be gravel, paved, or both and must be adjacent to the subject parcel.

Road frontage of 5280 feet (1 mile) or more	8 points
Road frontage of 2640 feet (1/2 mile) to 5279 (just under 1 mile)	6 points
Road frontage of 1320 feet (1/4 mile) to 2639 (just under 1/2 mile)	4 points
Road frontage less than 1/4 mile	0 points

Example: Parcel has 1 mile of road frontage. Total points = 8 points

ADDITIONAL AGRICULTURAL PROTECTION EFFORTS (38 POINTS)

9) Location to protected property

Maximum Points: 20

Parcel is near other private land which has been permanently protected from development through a conservation easement or deed restriction (development rights may have been purchased, transferred or donated). Linear distance is used from nearest farm boundary.

Parcel is adjacent to protected land 20 points

Parcel is not adjacent but within 1/2 mile of protected land 15 points

Parcel is not adjacent but within 1 mile of protected land 10 points

Parcel is not adjacent but within 2 miles of protected land 5 points

Example: Parcel is adjacent to property under a permanent conservation easement purchased by Ingham County = 20 points

10) Agricultural District Zoning

Maximum Points: 3

Additional points are given to a parcel that is in a designated agricultural district.

Exclusive Agricultural District A-1; (Restricts residential development) 3 points

General Agricultural District A-2; (Rural residential zoning) 1 points

Non-Agricultural District 0 points

Example: Parcel has been designated as an exclusive agricultural district, A-1 (maximum density 1 unit per 20 acres) under current zoning. Total Points = 3 points

11) Block Applications

Maximum Points: 15

Emphasis is placed on applications which consist of one or more landowners who create a 50 acre or more, block of contiguous farmland. Contiguous blocks of farmland have a greater potential for creating a long-term business environment for agriculture. Parcels applying in a block application must be contiguous (touching but may be separated by a road). Each applicant in the block application will receive points for this section.

One or more landowners apply together to create 1000 or more contiguous acres 15 points

One or more landowners apply together to create 750 to 999 contiguous acres 10 points

One or more landowners apply together to create 500 to 749 contiguous acres 8 points

One or more landowners apply together to create 300 to 499 contiguous acres 6 points

Contiguous acreage of 299 acres or less 0 points

Example: Four landowners, with varying parcel acreage, submit a block-application of about 800 contiguous acres. (Each of the four landowners would receive 10 points for this section)

Note: If a parcel in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided they still wish to participate in the block application.

OTHER CRITERIA (10 POINTS)

12) Additional Agricultural Characteristics

Maximum Points: 5

Additional agricultural characteristics are USDA certified organic farms or Centennial farms.

Parcel has additional agricultural features 5 points

Parcel does not have additional agricultural features 0 points

13) Michigan Agricultural Environmental Assurance Program (MAEAP)

Maximum Points: 5

Participation in the MAEAP demonstrates a commitment to environmental stewardship above and beyond a conservation plan. The State Agriculture Preservation Board has identified the MAEAP as a priority to providing matching funds. Farms verified under the MAEAP must show *verification* to receive points.

Farm is MAEAP verified

5 points

Farm is not MAEAP verified

0 points

TIER I TOTAL POINTS POSSIBLE 148

TIER II SELECTION CRITERIUM – Maximum 55 points THIS SECTION PERTAINS ONLY TO THE TOP 10 SCORING FARMS

1.) Donation

Maximum points: 55

After the first round of scoring is complete, the top ten ranked farms will be invited to donate a portion of the easement purchase price back to Ingham County. The amount of donation will determine the overall ranking and the farms that will be selected for protection. Donations of 0-24% receive 5 points. Donations of 25-50% receive a point for every percent, with a maximum of up to 55 points. Tier II points will be added to Tier I points for a Grand Total (Tier I + Tier II = Grand Total). Grand Total points will be used to determine the farms selected for protection. This option allows applicants in the bottom tier of the top 10 applicants, an opportunity to ensure a spot in that year's selection. It also allows the highest ranking application an opportunity to secure their seat in the top five.

Examples

Donation of 0-24%	= 5 points
Donation of 25%	= 25 points
Donation of 40%	= 40 points
Donation of 50%	= 50 points

Note: Donating part of the value of a conservation easement to a qualified organization such as Ingham County is considered a charitable gift donation by the Internal Revenue Service. Seek advice from a certified public accountant or other professional advisor on the effect of such a gift donation on your tax situation.

Note: Landowners that accept Federal, State or Local Matching Funds to protect their farmland may be selected for the program before landowners that do not accept such funds regardless of their relative ranking based on the above "Selection Criteria for Farmland".

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING OPEN SPACE SELECTION CRITERIA (SCORING SYSTEM) FOR RANKING LANDOWNER APPLICATIONS TO THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION PROGRAM AND AUTHORIZING THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD TO PROCEED WITH A 2010 OPEN SPACE PURCHASE OF DEVELOPMENT RIGHTS APPLICATION CYCLE

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Open Space Purchase of Development Rights Ordinance (under consideration by the Ingham County Board of Commissioners) authorizes the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland and Open Space Preservation Program; and

WHEREAS, in the course of implementing the Ingham County Purchase of Open Space Development Rights Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Open Space Selection Criteria, contingent upon passage of the Open Space Ordinance, for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board now has funding in place to implement the Open Space portion of the Purchase of Development Rights Ordinance; and

WHEREAS, the Ingham County Purchase of Development Rights Ordinance requires that the Selection Criteria be approved by the Ingham County Board of Commissioners before each application cycle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Open Space Selection Criteria developed by the Ingham County Agricultural Farmland and Open Space Preservation Board as set forth in the Purchase of Development Rights Ordinance.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Farmland and Open Space Preservation Board to proceed with a 2010 Open Space Purchase of Development Rights (PDR) application cycle.

Selection Criteria for Protection of Open Space Land, 2010 Edition

These selection criteria will be used to rank applications to the Ingham County Open Space Preservation Program.

Tier I Criteria Sections

Ecological, scenic, geological criteria	(50 points)
Property size and location criteria	(20 points)
Cost criteria	(20 points)

ECOLOGICAL, SCENIC, GEOLOGICAL CRITERIA (50 points)

- A. Potential Conservation Area(s) maximum points: 10**
- 1. High Potential 10 points**
 - 2. Medium Potential 8 points**
 - 3. Low Potential 6 points**
- B. Water quality values**
- 1. Riparian land maximum points: 5**
Property with a water frontage of 200 linear feet or greater receives 5 points. Points for a property with water frontage of less than 200 linear feet are: $5 \times \text{linear feet of water frontage}/200 = \text{points}$.
 - 2. Land in the 100-year flood plain maximum points: 8**
Property that is 100% in the flood plain receives 8 points. Points for a property with less than 100% in the flood plain are: $8 \times \text{percent in flood plain}/100 = \text{points}$.
 - 3. Wetlands, including buffer area maximum points: 4**
Property that is 100% wetland receives 4 points. Points for a property with less than 100% wetland are: $4 \times \text{percent in wetland}/100 = \text{points}$.
 - 4. Aquifer recharge land maximum points: 8**
Property that is 100% aquifer recharge land receives 8 points. Points for a property with less than 100% aquifer recharge land are: $8 \times \text{percent aquifer recharge land}/100 = \text{points}$.
- C. Habitats**
- 1. Forestland maximum points: 5**
Property that is 100% forest land receives 5 points. Points for a property with less than 100% forest land are: $5 \times \text{percent in forest land}/100 = \text{points}$.
 - 2. Others – grassland, shrub land, etc. maximum points: 3**
Property that is 100% in other types of natural habitat receives 3 points. Points for a property with less than 100% in other types of habitat are: $3 \times \text{percent in other types of habitat}/100 = \text{points}$.
- D. Rare species maximum points: 10**
- 1. State and federal threatened and endangered species on the property**
Up to 10 points may be given depending on rarity category; the higher the rarity category the more points given.
- E. Scenic value and visibility maximum points: 4**
Up to 4 points may be given.

F. Physically (geologically) significant features

maximum points: 3

Up to 3 points may be given.

PROPERTY SIZE and LOCATION CRITERIA (20 points)

G. Parcel size

maximum points: 5

Parcels of 100 acres or greater receives 5 points. Points for a property of less than 100 acres are: $5 \times \text{acreage of parcel}/100 = \text{points}$.

H. Location with respect to other protected property

maximum points: 10

Permanently protected land is property with a conservation easement or a deed restriction that permanently prohibits development on the property. Linear distance is from nearest land boundaries.

Property is adjacent to protected land	10 points
Property is not adjacent but within 1/2 mile of protected land	8 points
Property is not adjacent but within 1 mile of protected land	6 points
Property is not adjacent but within 2 miles of protected land	4 points

I. Road frontage (paved or gravel)

maximum points: 2

Road frontage of 1320 feet (1/4 mile) or greater receives 2 points. Points for road frontage of less than 1320 feet are: $2 \times \text{feet of road frontage}/1320 = \text{points}$.

J. Block applications

maximum points: 3

Properties applying in a block application must be contiguous (they may be separated by a road). Each applicant in the block application will receive the stated points.

Two or more landowners applying together and submitting 300 or more contiguous acres each receives 3 points. Points for two or more landowners submitting less than 300 acres are: $3 \times \text{number of contiguous acres submitted}/300 = \text{points}$.

Note: If only one property in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided the remaining landowners still wish to participate in the block application.

TOTAL POINTS POSSIBLE – 90

Applicants note: Landowners that accept federal, state or local matching funds to protect their open space land may be selected for the program before landowners that do not accept such funds regardless of their relative ranking based on the above “Selection Criteria for Protection of Open Space Land”.

TIER II SELECTION CRITERIUM – Maximum 50 points

THIS SECTION PERTAINS ONLY TO THE TOP 10 SCORING FARMS

K. Tier II Donation

Maximum points: 50

After the first round of scoring is complete, the top ten ranked applications will be invited to donate a portion of the easement purchase price to Ingham County. The amount of donation will determine the overall ranking of the applications that will be selected for protection. Every percent donation from 25% and higher will be multiplied by .55 with a maximum of up to 50 points. Tier II points will be added to Tier I points for a Grand Total (Tier I + Tier II = Grand Total). Grand Total points will be used to determine the applications selected for

protection. This option allows applicants in the bottom tier of the top 10 applicants, an opportunity to increase their standing in the ranking.

Examples:

Donation of 0-24% = 0 points

Donation of 25% = $25 \times .55 = 13.75$ points

Donation of 40% = $40 \times .55 = 22$ points

Donation of 50% = $50 \times .55 = 27.5$ points

Donation of 90% = $90 \times .55 = 49.5$ points

Note: Donating part of the value of a conservation easement to a qualified organization such as Ingham County is considered a charitable gift donation by the Internal Revenue Service. Seek advice from a certified public accountant or other professional advisor on the effect of such a gift donation on your tax situation.

RESOLUTION STAFF REVIEW

DATE: March 24, 2010

Agenda Item Title: Resolution Accepting Donations and Authorizing the Purchase and Installation of Light Fixtures for the Lake Lansing Community Band Shell

Submitted by: Ingham County Parks and Recreation Commission

Committees: LE___, JD___, HS___, CS__X__, Finance __X

Summary of Proposed Action:

The Lake Lansing Community Band Shell hosts Friday evening concerts June through August. Some concerts end after sunset, leaving patrons to carefully find their way in the fading light to the parking lot, and the Band Shell Committee has identified a need for lighting. Park Management and the Parks and Recreation Commission are in support of this project.

Total project cost will be \$8,508; of that cost the Band Shell Committee will donate \$2,000 from fundraising efforts toward the project and the Friends of Ingham County Parks will contribute \$2,107 from a grant received for the project, leaving a balance of \$4,401.

The Parks Department had \$8,500 for the picnic shelter electrical upgrades in its approved 2008 Capital Improvement Budget, which has been carried forward to 2010. It has been determined that the shelter electrical improvements will cost under \$4,000, leaving a balance of \$4,500. The Parks and Recreation Commission is requesting a transfer of \$4,401 from the Shelter Electrical Improvements, Line Item 450-75200-931000, to the Lake Lansing Band Shell Lighting Project to assist with the cost of the installation of this additional lighting.

All installation will be completed in-house with the use of the county electrician and park staff.

Financial Implications: None.

Other Implications: None.

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

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ACCEPTING DONATIONS AND AUTHORIZING THE PURCHASE AND INSTALLATION OF LIGHT FIXTURES FOR THE LAKE LANSING COMMUNITY BAND SHELL

WHEREAS, the Lake Lansing Community Band Shell hosts Friday evening concerts June through August; and

WHEREAS, some concerts end after sunset, leaving patrons to carefully find their way in the fading light to the parking lot; and

WHEREAS, the Lake Lansing Band Shell Committee, a subcommittee of the Friends of Ingham County Parks, has identified a need for lighting and has recommended that period lamp posts be installed along the walkway, an improvement which is favorably looked upon by park management; and

WHEREAS, installation of the additional lighting would be completed by in-house park staff and the county electrician, for a total project cost of \$8,508; and

WHEREAS, the Band Shell Committee will provide \$2,000 toward the project generated from fundraising efforts and the Friends of Ingham County Parks will contribute \$2,107 from a grant received for the project, leaving a balance of \$4,401; and

WHEREAS, the Parks Department had \$8,500 for the picnic shelter electrical upgrades in its approved 2008 Capital Improvement Budget, which has been carried forward to 2010; and

WHEREAS, it has been determined shelter electrical improvements will cost under \$4,000, leaving a balance of \$4,500; and

WHEREAS, the Ingham County Parks and Recreation Commission supported this project with the passage of Resolution #14-10 at their March 22, 2010 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Parks Department to accept the \$2,000 donation from the Lake Lansing Band Shell Committee and the \$2,107 donation from the Friends of Ingham County Parks to be used to install period lamp posts at Lake Lansing Park-South.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the Ingham County Parks Department Budget to accept donations for the installation of period lamp posts at Lake Lansing Park-South.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the transfer of \$4,401 from the Shelter Electrical Improvements Line Item 450-75200-931000 to the Lake Lansing Band Shell Lighting Project to assist with the cost of the installation of period lamp posts at Lake Lansing Park-South.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners expresses their appreciation to the Lake Lansing Band Shell Committee and the Friends of Ingham County Parks for their continuing support of the Ingham County Parks.

RESOLUTION STAFF REVIEW

DATE March 12, 2010

Agenda Item Title: Resolution Authorizing the Jail Alternative Sentencing Program Budget

Submitted by: Ingham County Parks and Recreation Commission

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

Summary of Proposed Action:

In a continuing effort to reduce chronic overcrowding and expenses associated with the cost of housing at the Ingham County Jail, the Ingham County Friend of the Court (FOC) has partnered with the Ingham County Parks Department, and instituted an extremely successful Jail Alternative Sentencing Program (JASP) involving individuals who are in contempt of court of non-payment of child support. JASP participants have successfully engaged in park improvement projects, such as the construction of new boardwalks at Lake Lansing Park-North and Hawk Island, as well as assisting with routine park and zoo maintenance since June 1, 2004.

Two thirds of the cost of the program is funded by Friend of the Court grants and budget, and sufficient funds have been identified within the existing 2010 Parks Department and Potter Park Zoo Millage Budgets. Funds will continue to be identified in future budget years and transferred from the Parks Department and the Potter Park Zoo Millage Budgets for the applicable time when the FOC Coordinator positions are filled.

Financial Implications:

Funds identified within existing budgets.

Other Implications: None.

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

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING
THE JAIL ALTERNATIVE SENTENCING PROGRAM BUDGET**

WHEREAS, in a continuing effort to reduce chronic overcrowding and expenses associated with the cost of housing at the Ingham County Jail, Ingham County Friend of the Court (FOC) has partnered with the Ingham County Parks Department, and instituted an extremely successful Jail Alternative Sentencing Program (JASP) involving individuals who are in contempt of court for non-payment of child support; and

WHEREAS, the JASP program began on a test basis on June 1, 2004; and

WHEREAS, JASP participants have successfully engaged in park improvement projects such as the construction of new boardwalks at Lake Lansing Park-North and Hawk Island, as well as assisting with routine park and zoo maintenance; and

WHEREAS, this resolution for the JASP program has the support of both the Ingham County Parks and Recreation Commission and the Ingham County Friend of the Court; and

WHEREAS, two thirds of the cost of the program is funded by the Friend of the Court grants and budget; and

WHEREAS, sufficient funds have been identified within the existing 2010 Parks Department and Potter Park Zoo Millage Budgets; and

WHEREAS, funds will continue to be identified in future budget years; and

WHEREAS, funding will be transferred from the Parks Department Budget and the Potter Park Zoo Millage Budgets for the applicable time when the FOC Coordinator positions are filled; and

WHEREAS, the Ingham County Zoo Board and the Parks and Recreation Commission passed resolutions in support of the JASP program at their March meetings.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the following structure for the JASP program:

<u>EXPENSES</u>	<u>ZOO</u>	<u>PARKS</u>
One Seasonal Working Coordinator/Parks (\$13.25/hour x 2,040 hours)	\$27,030	\$9,010
One Seasonal Working Coordinator/Zoo (\$13.25/hour x 2,040 hours)	\$27,030	\$9,010

One 8 Month Position/Parks
(\$13.25/hour x 1386 Hours)

\$18,365 \$6,122

SUBTOTAL

\$72,425

TOTAL PARKS AND ZOO EXPENSE

\$9,010 \$15,132

REVENUE

Current 2010 Seasonal Budget

ZOO

PARKS

\$9,010

\$15,132

TOTAL PARKS AND ZOO REVENUE

\$9,010

\$15,132

INGHAM COUNTY



OUT-OF-STATE TRAVEL REQUEST

Date 5-22-10

I (we) would like to attend the following conference and request approval.

TITLE OF CONFERENCE: ABMA - Animal Behavior Management Alliance

LOCATION OF CONFERENCE: Pittsburg, PA

DATES OF TRAVEL: 4/25/10 TO: 5/1/10

NAME OF ATTENDEE(S): ANNABELL MARLUM + JACQUELINE BREWER

TOTAL COST: \$1685 \$702 - ANNABELL, \$983 JACQUELINE

EXPENSES TO BE PAID BY: General Fund Non-General Fund ZOO MILLAGE FUNDS

Submitted By: WILLIS BENNETT, DIRECTOR
(Print Name)

Ingham County: PARKS
(Name of Department)

REASON FOR TRAVEL:

OUT OF STATE CONFERENCE APPROVED BY ZOO MANAGEMENT + PARKS DIRECTOR
BOOTH WILL BE PRESENTORS AT THE CONFERENCE. KNOWLEDGE GAINED
WILL BENEFIT THE STAFF AND ZOO OPERATIONS.
STAFF IS PAYING FOR PART OF TOTAL EXPENSE

Willis Bennett

Notes:

- (1) If available, attach a copy of the conference brochure to this form.
- (2) If applicable, attach airfare estimates and lodging charges.
- (3) Please complete the out-of-state travel request form and forward to the appropriate Liaison Committee for approval, in advance of travel.

Travel Request: Is Authorized
Is Authorized but Not Funded
Is Denied

**Conference/Travel Request - 2010
Potter Park Zoo**

Name: Annabell J Marcus
Title: Zookeeper
Today's Date: 2/14/10

Date of Conference / Workshop (with travel dates):
April 25 thru May 1st 2010

Name of Conference/Workshop:
2010 ABMA (Animal Behavior Management Alliance) Conference
Who is sponsoring?

Location : Pittsburg, PA

Description of Conference / Workshop schedule / daily activities:
The theme is "Defining a Decade: Animal Management - Past, Present, and Future" and will be hosted by the National Aviary, Pittsburgh Zoo & PPG Aquarium, Western Pennsylvania Humane Society, and the Carnegie Museum of Natural History.

Will you be presenting? If so what topic?
I have submitted an abstract for a poster on lion aggression during training sessions and how it was managed. The abstract has been accepted.

Please indicate the benefits of attending this conference for you as an employee and to the Zoo:
There will be many workshops and presentations about training and behavioral management. I am excited to learn more about behavioral management and training, and to be able to better help the animals in our care at Potter Park Zoo. Having greater abilities to manage the animals in our care will also allow us to improve visitors' experiences at the zoo.

Cost of Conference / Workshop:

Travel Costs: Annie will ride with Jackie Broder and will not need gas costs.
Shuttle/Taxi: None
Hotel (include taxes): \$119 a night for 6 nights = \$714 out in half = 357.00 (Annie will share room with Jackie Broder)
Registration: Before March 15: 345.00 (AFTER -385)
Meals: Annie will purchase her own meals

Total Cost: 702.00

Reviewed by: TTT _____ GB _____ WB _____

**Conference/Travel Request - 2010
Potter Park Zoo**

Name: Annabell J Marcus
Title: Zookeeper
Today's Date: 2/14/10

Date of Conference / Workshop (with travel dates):
April 25 thru May 1st 2010

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Shuttle/Taxi: None

Hotel (include taxes): \$119 a night for 6 nights = \$714 out in full - 357.00 (Annie will share room with Jackie Broder)

Registration: Before March 15: 345.00 (AFTER -385)

Meals: Annie will purchase her own meals

Total Cost: 702.00

Reviewed by: TTI _____ GB _____ WB _____

RESOLUTION STAFF REVIEW

DATE March 26, 2010

Agenda Item Title: Resolution Supporting the 2010-2013 Revised Comprehensive Economic Development Strategy

Submitted by: Tri-County Regional Planning Commission

Committees: LE____, JD____, HS____, CS__X__, Finance____

Summary of Proposed Action:

This resolution will support the 2010-2013 Revised Comprehensive Economic Development Strategy (CEDS) for the Tri-County Region, and confirms that the Tri-County Regional Planning Commission as the CEDS Committee for the three county districts (Clinton, Eaton and Ingham). This is for the benefit of the inhabitants and supports the submittal of the 2010-2013 CEDS document to the U.S. Department of Commerce Economic Development Administration (EDA).

Financial Implications:

None.

Other Implications:

None.

Staff Recommendation: MJM_X JN____ TL____ TM____ JC____

Staff recommends approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUPPORTING THE 2010-2013
REVISED COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY**

WHEREAS, the Tri-County Regional Planning Commission (TCRPC) has prepared the 2010-2013 Revised Comprehensive Economic Development Strategy (CEDS) for the Michigan Economic Development Administration (EDA) Economic Designated District composed of the counties of Eaton, Clinton and Ingham; and

WHEREAS, the development and implementation of the goals and actions contained within the CEDS complies with the U. S. Department of Commerce Economic Development Administration requirements as proposed under the Public Works and Economic Development Act of 1965, as amended, including the comprehensive amendments made by the EDA Reauthorization Act of 2004, and found at 13 C.F.R, Chapter III, and is in the most recently published EDA Federal Funding Opportunity notice; and

WHEREAS, the Tri-County Regional Planning Commission Board of Commissioners, as the CEDS Committee, actively supports and currently participates, on behalf of the Tri-County district, in the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy; and assists units of government and community non-profit organizations in economically distressed areas by supporting their regional economic development efforts that emphasize innovation and entrepreneurship as essential elements of regional and national competitiveness.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners supports the 2010-2013 Revised Comprehensive Economic Development Strategy (CEDS) for the Tri-County Region, and confirms that the Tri-County Regional Planning Commission as the CEDS Committee for the three county district for the benefit of the inhabitants within the aforementioned district and supports the submittal of the 2010-2013 CEDS document to the U. S. Department of Commerce Economic Development Administration (EDA).

Date

Chairperson
Ingham County Board of Commissioners

STATE OF MICHIGAN
COUNTY OF INGHAM

I, _____, Clerk of the County of Ingham do hereby certify that the foregoing resolution was duly adopted by the Ingham County Board of Commissioners at the regular meeting held _____, and is on file in the records of this office.

Ingham County Clerk

Date

RESOLUTION STAFF REVIEW

DATE March 23, 2010

Agenda Item Title: Resolution authorizing a Contract with Cusack's Masonry Restoration, Inc. to Provide Tuck Pointing Services at the Veterans Memorial Courthouse

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

The exterior of the Veterans Memorial Courthouse is in need of some restoration due to deterioration over time. The building has some cracked stone and leaking windows that need to be repaired.

Financial Implications:

Funds for this project have been budgeted and approved in the 2010 CIP line item 245-23399-931000-0FC11.

The cost for the restoration is a not to exceed amount of \$50,520.00. This includes a contingency of \$6,500.00 that is being recommended for unforeseen circumstances that may arise with this type of restoration.

Other Implications:

None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

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

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: March 24, 2010
 SUBJECT: Bid Summary – Exterior Restoration

Project Description:

This is a continuation of the exterior restoration project at VMC/GPB that was bid out and awarded last year to Cusack’s Masonry. Alternates #3 and #5 of the original bid were not completed. The Facilities Department would like to now complete these alternates. The work includes chemical cleaning, repairs, and repairs of joint sealant, and applying water penetrating repellent to all stone surfaces of the VMC building. Cusack’s is willing to hold its prices for the completion of this project.

Bid Summary:

Vendors contacted: 33 Local: 8
 Vendors responding: 9 Local: 2

The following firms submitted a bid:

<u>Firm</u>	<u>Alternates 3 & 5</u>	<u>Local</u>
Cusack’s Masonry	\$44,020	N – Hubbardston
Bornor Restoration	\$47,412	Y – Lansing
Trisco Systems	\$54,037	N – Lima, OH
Boss Construction	\$63,296	N – Taylor
Chezcore	\$72,089	N – Detroit
DRV Contractors	\$72,375	N – Shelby Twp.
Ohio Building Restoration	\$82,218	N – Detroit
DC Byers	\$87,830	N – East Lansing (Clinton)
Mark 1 Restoration	\$114,200	N – Detroit

Some of the local firms contacted who did not respond to this solicitation cited the following reasons:

- 1) Laux Construction (Dansville) – was unable to obtain pricing from its subcontractors in time to submit a bid.
- 2) Hilliard Masonry (Lansing) – time constraints did not allow for submitting a bid.
- 3) Davenport Masonry (Holt) – saw that there were quite a few contractors at the pre-bid and figured the competition was pretty stiff.

One bidder was late, and as such, had its bid rejected.

Recommendation:

Award a contract to Cusack's Masonry Restoration, Inc. in an amount not to exceed \$50,520 (includes \$6,500 for contingency.)

Advertisement:

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

Prevailing Wage:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH
CUSACK'S MASONRY RESTORATION, INC. TO PROVIDE TUCK POINTING SERVICES
AT THE VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the exterior of the building at the Veterans Memorial Courthouse is in need of restoration due to deterioration over time; and

WHEREAS, the building has some cracked stone and leaking windows that need to be repaired; and

WHEREAS, the funds for this project are available within the 2010 CIP 245-23399-931000-0FC11; and

WHEREAS, this is a continuation project from 2009 (Grady Porter and Veterans Memorial Courthouse Tuck Pointing), which includes Alternates 3 and 5 from the original bid from Cusack's Masonry Restoration, Inc. dated August 11, 2009; and

WHEREAS, and after careful review of bids, the Purchasing and Facilities Departments both concur that a contract be awarded to Cusack's Masonry Restoration, Inc., who submitted the lowest responsive and responsible bid in the amount of not to exceed \$44,020.00, which also reflects the payment of prevailing wage; and

WHEREAS, a contingency of \$6,500.00 is being asked for by the Facilities Department for any unforeseen circumstances that may arise with this type of restoration.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Cusack's Masonry Restoration, Inc., PO Box 220, Hubbardston, Michigan 48845, to perform restorations at the Ingham County Veterans Memorial Courthouse for a cost of \$44,020.00 plus \$6,500.00 contingency for a total of \$50,520.00.

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

RESOLUTION STAFF REVIEW

DATE March 26, 2010

Agenda Item Title: Resolution to Renew a Facilities Contract with Nelson Trane for the Air-Cooled Rotary Screw Water Chillers at the Ingham County Human Services Building

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS X, Finance X

Summary of Proposed Action:

This resolution will authorize a renewal of a two year contract with Nelson Trane to provide preventative maintenance and service on the water chillers at the Human Services Building.

Financial Implications:

The annual cost is \$9,267.00. The total cost of the two year contract is \$18,534, for the time period May 1, 2010 through April 30, 2012. Funds are available in the Facilities Department's Maintenance-Contractual line item 631-23304-931100.

Other Implications:

Nelson Trane is located in Flint, Michigan.

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

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW A FACILITIES CONTRACT
WITH NELSON TRANE FOR THE AIR-COOLED ROTARY SCREW WATER CHILLERS
AT THE INGHAM COUNTY HUMAN SERVICES BUILDING**

WHEREAS, the County currently uses Nelson Trane to provide preventative maintenance and service on the water chillers at the Human Services Building; and

WHEREAS, the current contract is due to expire on April 30, 2010, and the new contract would be a two year contract extending from May 1, 2010 thru April 30, 2012; and

WHEREAS, the cost to provide these services would be \$9,267.00 annually for a two year period; and

WHEREAS, funds for these services are available within the Facilities Department's Maintenance-Contractual line item 631-23304-931100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends the contract with Nelson Trane, 5335 Hill 23 Drive, Flint, Michigan 48507, to continue to provide testing and maintenance on the chillers at the Human Services Building, at a cost of \$9,267.00 annually for the period May 1, 2010 through April 30, 2012.

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

RESOLUTION STAFF REVIEW

DATE March 4, 2010

Agenda Item Title: Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application Developer/Business Analyst

Submitted by: Management Information Services Department and Human Resources Department

Committees: LE___ JD___, HS___, CS_ X Finance_ X

Summary of Proposed Action:

Objective(s): To increased efficiency and staff utilization.

Convert the following vacant position:

MIS Deputy Director (#958002) MCF "A" (1.0 FTE) \$72,376 - \$86,870 FY2010

To the following position:

Applications Developer / Business Analyst MCF 12 (1.0 FTE) \$67,654 - \$81,203 FY2010

Financial Implications:

The Department of Budget reports a total cost reduction of \$7,205 (includes salary and benefits).

Other Implications: Greater organizational efficiency and effectiveness.

Staff Recommendation: MJM_ X JN ___ TL_ X TM___ JC___
Staff recommends approval of the resolution.

MEMORANDUM

To: County Services Committee / Finance Committee

From: Tom Shewchuk, MIS Director

Date: March 4, 2010

Subject: Resolution to Authorize Reorganization in the Management Information Services (MIS) Department

The MIS department Deputy Director retired at the end of February 2010. The MIS department is requesting an Application Developer/Business Analyst be hired to replace this position because there are some technical gaps left by the previous Deputy Director. The new position is a leadership position that will enhance our ability to serve our customers and continue to reduce costs and streamline our operations for Ingham County.

Following are some key essential areas that the new position will satisfy:

- **Aligning Information Technology with Business Needs:**
 - Information Technology (IT) can greatly enhance staff productivity and reduce costs, but IT alone cannot accomplish this. The MIS department has been actively working with departments to aligning IT with the processes. I feel this service will provide the greatest value to the county not only in the short-term but also the long-term.
- **Application Development and Web Development Platform:**
 - Developing applications both internally and on the Web can significantly increase productivity of the Ingham County staff and allow a better customer interaction via the Internet. Many applications have already been developed that reduce the amount labor spent by Ingham County staff, such as Tobacco Licensing. Many more applications are currently in the process of being developed and many more need to be developed.
- **Application Integration:**
 - Ingham County current hosts over 100 applications in our Data Center. Information often times flows from department to department through separate applications. Integrating these applications so departments can share data is a high priority for MIS and can streamline operations and reduce duplicate systems.

I am confident a strong Application Developer/Business Analyst will be more productive, reduce our cost and add greater value to the county by enabling us to do more with less. The efficiencies and cost savings this position can bring to the county will more than justify their salary.

cc: Matthew Myers, County Controller \ Administrator
T. A. Lindsey, Human Resources Director

File

MEMORANDUM

DATE: March 1, 2010
TO: T. A. Lindsey, Human Resources Director
FROM: Michelle Rutkowski, H.R. Analyst
517-887-4374 or mrutkowski@ingham.org
SUBJECT: 2010 MIS Reorganization of MIS Deputy Director position

Background

On February 26, 2010, George Vernon retired as the Deputy Director of the MIS Department. In an effort to gain efficiencies and reduce costs, MIS Director Tom Shewchuk has developed a plan to reorganize the now vacant Deputy Director position. Mr. Shewchuk's plan would eliminate the MIS Deputy Director position; replace it with an Application Developer/Business Analyst. The result would be a departmental savings of \$7,205.

Recommendation

Reorganization of the MIS Deputy Director position is supported by the facts. Elimination of MIS Deputy Director and creation of Application Developer/Business Analyst is justified. Corresponding documentation and HR analysis follow.

Job Point Evaluation Table

POSITION	Knowledge & Education	Work Experience	Interpersonal & Comm Skills	Guidance & Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact-Financial	Job Impact-Other	Physical Effort	Working Conditions	Hazards	TOTAL PTS	GRADE	2010 SALARY RANGE
	1	2	3	4	5	6	7	8	9	10	11	12			
MIS Dep. Director * (currently vacant)	190	225	170	160	130	50	170	195	85	10	10	10	1405	MCF 12	\$68,331- \$82,015
Application Developer/Business Analyst, MIS (proposed)	190	225	170	160	105	50	170	195	85	15	10	10	1385	MCF 12	\$68,331- \$82,015

* The MIS Deputy Director position was treated as a Labor Market Exception, and compensated at the MCF A range of \$72,376-\$86,870 FY 2010.

INGHAM COUNTY JOB DESCRIPTION

DEPUTY DIRECTOR MIS (Vacant 2.28.10)

General Summary:

Under the general supervision of the MIS Director/Jury Coordinator, the Deputy Director / MIS is responsible for implementing the objectives of the programming service function of the department including programming related activities on the enterprise hub, wide and local area network and micro computer. The Deputy Director / MIS is also responsible for the ongoing training and assistance for county users of software that resides on the enterprise hub, wide and local area network and micro computer. He/she assists with the daily operations of the MIS Department including scheduling and assigning Technicians and operations' personnel. Under direction from the MIS Director, confers with department heads on projects and computer needs.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

1. In conjunction with the MIS Director and the user groups or individual department, develop plans, project estimates, time tables, and cost benefit for the implementation of specific projects.
2. Oversee the development and implementation of approved projects--with emphasis on completing project on time and under budget.
3. Supervise the employees of the Programming Service function of the MIS Department.
4. Assist the MIS Director in the development of plans, budgets, equipment specifications for special projects and the overall departmental operations.
5. Oversee the technical support software services (help desk) available for the County users on the network.
6. Oversee the ongoing training related to software residing on the enterprise hub, wide and local area network and micro processor.
7. Oversee the creation, acquisition and implementation of appropriate software documentation for County users.
8. In conjunction with the MIS Director and the user groups and/or departmental official, coordinate and facilitate the use of new automated hardware and software throughout the County.
9. Attend user meetings, committee and vendor meetings to keep current on user concerns, needs and what is available in the marketplace.
10. Responsible for design, programming, security and maintenance of both the County Internet and Intranet web sites.
11. Assist the MIS Director with scheduling of staff in the day-to-day operations of the network and mainframe, along with programming staff.
12. In the absence of the Director, serves as manager of department.
13. Performs related duties as required.

Other Functions:

14. None listed.

Employment Qualifications:

Education: Bachelor's degree in Business, Computer Sciences or related area required.

Experience: Must have five years of progressive work experience managing employees in a **TECHNICAL** area (i.e., managing programmers). Extensive knowledge of project management, programming languages and client/server services required.

Other Requirements:

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

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

With or without accommodations, will perform occasional lifting of computer equipment, microprocessor, terminals, etc., up to 70lbs. Must be able to sit for long periods daily. Must be able to operate, run and read software. Requires the ability to perform keyboard functions. Must be able to verbally communicate in person and over the telephone. Visually reviews computer screens. Must be able to access public facilities and walk various terrains. Must be capable of managing multiple task schedules and reading, interpreting and analyzing complex tasks and projects. Operates general office equipment. Operates personal automobile for accessing County offices.

Working Conditions:

Works in office conditions.

November, 1999

INGHAM COUNTY JOB DESCRIPTION

Application Developer / Business Analyst

Summary:

Under the supervision of the MIS Director, leads in the design, implementation, management and maintenance of all Ingham County application systems. Provides advanced technical support and customer service for the county's Web sites, applications and database systems. This is a senior-level position and is responsible maintaining the availability, integrity, security and project management of the county's application environment.

Duties and Responsibilities:

The Application Developer/Business Analyst performs some or all of these duties and responsibilities on a daily basis:

- Designs, configures, manages and maintains the applications, database systems, and county's website to ensure maximum availability, integrity, and security.
- Analyzes, determines, and documents the scope of a project, customer business needs, current applications, budget, testing requirements, and the design of the solution.
- Lead architect and (or) Project Manager for application development and ensures projects are completed within budget and on-time.
- Coordinates with other technical resources, departments, vendors, and organizations.
- Lead in the development of the county Web platform utilizing existing and state-of-the-art Web development tools and concepts.
- Establishes a documented county application development standard and methodology to ensure consistency and integration.
- Contributes in the planning, leadership, and direction regarding the county's application development environment.
- Technical expert and escalation point in regards to the county's application development environment.
- Interacts with all levels of Ingham County staff.
- Performs user analysis, trouble shoots problems, and follows through to resolution.
- Proactively provides mentoring of other MIS staff.
- Escalates problems and issues to management as needed.

Other Functions:

Performs other duties as assigned

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

Minimum Job Requirements:

Education: Bachelor degree in Computer Science or equivalent technical certifications. Industry recognized technical certifications preferred.

Experience: A minimum five (5) years of development experience is required. Prefer experience with Business Analysis or Project Management in a multi-faceted business environment.

Knowledge, Skills and Abilities Required:

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Must be a systems thinker and have the ability to align the customer business needs to application development technology.
- Experience with full software development lifecycle and revision control system to maintain source code.
- Proven Project Management skills.
- Proficient working knowledge of many or all of the following:
 - ASP, ASP.NET, VB.NET, C#, SQL Server, Oracle, XML, XSLT, JavaScript, HTML, CSS, AJAX
- Must possess leadership qualities.
- Must be customer service oriented.
- Must be courteous and polite.
- Excellent verbal, telephone, and written etiquette.
- Proven ability to delegate work, follow instructions, work under supervision, and multi-task.
- Ability to effectively lead a team.
- Advanced effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess excellent organizational skills.
- Must possess a valid Michigan Driver's License.

Working Conditions and Physical Requirements:

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

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

MCF
March 2010

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONVERSION OF THE VACANT MIS DEPUTY DIRECTOR POSITION TO THAT OF APPLICATION DEVELOPER/BUSINESS ANALYST

WHEREAS, the Management Information Services (MIS) Department is proposing a conversion of a position in their department due to the recent retirement of the MIS Deputy Director (MCF-A); and

WHEREAS, due to customer service, efficiency and technical needs, the MIS Department recommends the Deputy Director position be converted to an Application Developer/Business Analyst (MCF-12); and

WHEREAS, this conversion will yield a cost savings of \$7,205; and

WHEREAS, the MIS Department is requesting the conversion of the MIS Deputy Director position #958002 to an Application Developer/Business Analyst position #958002.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the conversion as outlined below:

Position#	Current Grade	Current Max Salary	Proposed Grade	Proposed Max Salary
958002	MCF-A	\$86,870	MCF-12	\$81,203

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the MIS Budget and Position Allocation List in accordance with this Resolution.

BE IT FURTHER RESOLVED, that this reorganization will take effect after the current eight week hiring delay and upon approval by the Board of Commissioners.

RESOLUTION STAFF REVIEW

DATE March 22, 2010

Agenda Item Title: Resolution to Approve the Renewal of the Cisco IP Telephony/Call Manager Server Annual Support Agreement from Netarx

Submitted by: Management Information Services

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution will authorize a renewal of the Netarx Annual Support Agreement. The Call Manager servers have been under maintenance for the last two years with Netarx and are critical to the operation of the County's Cisco phone system.

Financial Implications:

This agreement is for three years for a total cost of \$18,303.21, and will be paid from the Telephone Communications Fund (675-26600921050).

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

Other Implications: None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

SMARTnet Pricing Quotation

INGHAM COUNTY



Sub Totals: \$ 18,303.21

Item Name	Serial Number	Contract Number	Service Level	SMARTnet Part Number	Begin Date	End Date	Qty	SMARTnet Each	SMARTnet Extended
ASA5510-SEC-BUN-KR	JMX1218L1QV	new	SNT 8x5MBD	CON-SNT-AS1SRKR	3/15/2010	3/14/2013	1	\$ 1,390.02	\$ 1,390.02
WS-C3560-48P-S	PDO1220X435	new	SNT 8x5MBD	CON-SNT-356048PS	3/15/2010	3/14/2013	1	\$ 1,081.02	\$ 1,081.02
MC57639H2-K9-CMB2	JAB121900H6	new	SNT 8x5x4	CON-SNTE-35H2CMB2	4/14/2010	3/14/2013	1	\$ 3,462.97	\$ 3,462.97
MC57639H2-K9-CMB2	JAB121900JT	new	SNT 8x5x4	CON-SNTE-35H2CMB2	4/14/2010	3/14/2013	1	\$ 3,462.97	\$ 3,462.97
LIC-UM6.1-7835	N/A	new	ERW Essential Operate Service	CON-ERW-UM617835	3/15/2010	3/14/2013	1	\$ 4,331.82	\$ 4,331.82
LIC-UM6.1-7835	N/A	new	ERW Essential Operate Service	CON-ERW-UM617835	3/15/2010	3/14/2013	1	\$ 4,331.82	\$ 4,331.82
UCSS-UCM-3-1 for UCM 3 year 10 users					3/15/2010	3/14/2013	10	\$ 18.20	\$ 182.00



Netarx, LLC
 Dept 771393
 P.O. Box 77000
 Detroit, MI 48277-1393
 877-9NETARX

Quote	Q43011
Date	3/17/2010
Page	1

Bill To:

Ingham County
 121 E. Maple
 Mason, MI 48854

Ship To:

Ingham County
 121 E. Maple
 Mason, MI 48854

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
	INGHM03	Darrell Potie		PER CSA		16263
Quantity	Item Number	Description	List Price	Unit Price	Extended	
1.0000	1505664.8x5x4	SM8x5x4 Cisco Smartnet Renewal end 2011	\$8,123.18	\$8,985.93	\$8,985.93	
1.0000	1505664.8x5xmbd	8x5xNBD Cisco Smartnet Renewal end 2011	\$2,874.00	\$2,471.64	\$2,471.64	
1.0000	1505664.esw	ESSENTIAL OPERATE SERVICE ESW RENEWAL END 2011	\$10,074.00	\$8,663.64	\$8,663.64	
10.0000	L-UCSS-UCM-3-1	UCSS FOR UCM 3 YEARS 1 USER	\$26.00	\$18.20	\$182.00	

The foregoing is acceptable to and agreed to by

Ingham County

By _____ Date _____
 Name (printed) _____

Subtotal	\$18,303.21
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$18,303.21

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE CISCO IP TELEPHONY/CALL
MANAGER SERVER ANNUAL SUPPORT AGREEMENT FROM NETARX**

WHEREAS, the initial maintenance for our Cisco IP Telephony Call Manager servers has expired; and

WHEREAS, the Call Manager servers have been under maintenance for the last two years with Netarx and are critical to the operation of our Cisco phones; and

WHEREAS, this agreement is for a period of three years for a total cost of \$18,303.21; and

WHEREAS, this maintenance has been planned for and budgeted, and will provide the needed support to maintain current phone operations.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a renewal of the Netarx Annual Support Agreement, for a total cost of \$18,303.21 to be paid from the Telephone Communications Fund (675-26600921050).

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

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING AN INTERIM CONTROLLER/ADMINISTRATOR

WHEREAS, the Ingham County Controller/Administrator, Matthew Myers is retiring from his position with Ingham County effective April 16, 2010; and

WHEREAS, it is necessary to appoint an Interim Controller/Administrator until the position is permanently filled.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Deputy Controller, John Neilsen as Interim Controller/Administrator effective April 19, 2010.

BE IT FURTHER RESOLVED, that John Neilsen shall be paid at Step (1) of the salary schedule until a permanent Controller/Administrator has been appointed.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING DR. MATTHEW J. MYERS, INGHAM COUNTY
CONTROLLER/ADMINISTRATOR ON THE EVENT OF HIS RETIREMENT**

WHEREAS, Matthew J. Myers joined Ingham County in January of 1989 as Chief Deputy in the Sheriff's Office, after a successful career in Law Enforcement at Michigan State University's Department of Public Safety, which began in April of 1976; and

WHEREAS, in November of 1992, Sheriff Gene Wriggelsworth appointed Matthew to serve as his Undersheriff, a position which he held until his appointment by the Ingham County Board of Commissioners to serve as the Controller/Administrator in March of 2007; and

WHEREAS, during his years of service to Ingham County, he has provided outstanding leadership, his ability to work well with Commissioners, Judges, elected officials, department heads and employees have played a vital role in the effective, efficient operation of Ingham County government, earning him the respect of county officials, regional leaders and all those around him; and

WHEREAS, as Controller/Administrator he has guided the County through very difficult budget cycles, always insuring that the County has a balanced budget while maintaining quality services to the citizens within the County of Ingham, meeting the goals and objectives of the Board; and

WHEREAS, as he also served as Secretary of the Building Authority and Chairperson of the Joint Building Authority; and

WHEREAS, Matthew has strived to build effective communication and partnerships as a member of the Lansing Area Economic Partnership (LEAP) Board of Directors, the Ingham County Economic Development Corporation Board of Directors, and the Michigan Association of County Administrative Officers; and

WHEREAS, with over twenty one years of service to the County of Ingham, Matthew is retiring from his position as Controller/Administrator on April 16, 2010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Dr. Matthew J. Myers for his many years of dedicated service to the County of Ingham and extends its sincere appreciation for the countless contributions he has made to the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends its best wishes to Matthew and hopes for continued success in his future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN HONOR OF THE 2010 STATE ARBOR DAY CELEBRATION

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

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

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

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

WHEREAS, the 2010 State Arbor Day Celebration will take place Friday, April 30, 2010 at 11:30 a.m. at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to the Michigan Arbor Day Alliance, Michigan Forestry and Park Association, the Michigan Department of Natural Resources Forest, Mineral and Fire Management Division, City of Lansing's Parks & Recreation and Forestry Division, and Ingham County Parks Department on the occasion of 2010 State Arbor Day Celebration.

MEMORANDUM

March 24, 2010

TO: Ingham County Board of Commissioners

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

RE: Resolution Establishing Areas of Priority Emphasis Guiding 2011 Activities and Budget Process

For this round of Liaison Committee meetings, the Controller's Office is looking for input from commissioners regarding the 2011 Resolution Establishing Areas of Priority Emphasis Guiding Activities and Budget Process. The 2010 resolution has been included in the agenda to serve as a starting point for the discussion.

Further discussion on the 2011 budget and strategic goals is scheduled for the Liaison Committees to complete their recommendations for strategic goals for 2011 on the following dates:

- Law Enforcement and Judiciary meetings on April 15, 2010
- Human Services meeting on April 19, 2010
- County Services meeting on April 20, 2010
- Finance meeting on April 21, 2010

In the round of committee meetings listed above, Commissioners will be asked to adopt priorities and guidelines for the development of the 2011 Budget. Please bring your copy of the 2011 strategic planning information to each of the committee meetings. The strategic planning document contains brief informational summaries, separated according to the committee, as well as each department's detailed submission.

The final adoption of the strategic goals for 2011 will be at the April 27, 2010 Board of Commissioners meeting.

Thank you and please contact me if you have any questions.

MJM/jc/jab

Attachment

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS
GUIDING 2010 ACTIVITIES AND BUDGET PROCESS**

RESOLUTION #09-122

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

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

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

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

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

WHEREAS, the Board of Commissioners has assessed information provided by county staff and departments, offices and the courts related to issues and concerns which are important for the County to consider addressing in 2010; and

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments affecting budget projections for 2010; and

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

RESOLUTION #09-122

WHEREAS, the Board of Commissioners must take all this information into consideration when developing areas of priority and areas that may need to be significantly reduced or eliminated to make up for the projected revenue shortfalls in the development process for the 2010 Budget; and

WHEREAS, to the extent that Ingham County will receive additional funding from the American Recovery and Reinvestment Act of 2009 (stimulus funds), the Board of Commissioners will use these funds for their intended purpose of expanding specific services, and these funds should not be viewed as a long-term solution to balancing the Ingham County Budget.

WHEREAS, the Board of Commissioners has identified certain areas of priority emphasis to guide the development of the 2010 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following areas of priority emphasis to be utilized by the Controller's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2010:

1. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2010, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds. Current year expenditures should be supported by current year revenues. Any reduction or elimination of the County's service levels should be focused primarily in areas of discretionary services, recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary.
2. Priority consideration should be given to maintaining current efforts with respect to all of the following long-term objectives; to considering proposals which enhance their achievement; and to implementing specific identified enhancements:

Promoting Accessible Health Care

Continue to maintain and, expand to the extent that funding becomes available from the American Recovery and Reinvestment Act of 2009, access to health care for the uninsured and under-insured, through the Ingham Health Plan and other health plan initiatives and programs. Provide high-quality nursing and rehabilitation services for our County's senior citizens and disabled population, including through the Ingham County Medical Care Facility.

Specific enhancement: Include a financing plan to enable the Ingham Health Plan Corporation, utilizing the Ingham Health Plan and the Ingham County Advantage Program, to continue to provide access to health care at a level at least equal to that being provided in 2008, and to utilize any available matching funds in order to increase the number of uninsured county residents being served, with an ultimate goal of providing access to health care for 100% of uninsured county residents.

RESOLUTION #09-122

Supporting Recreational Opportunities

Support recreational opportunities throughout Ingham County through maintenance of Ingham County Parks by implementation of the County Parks Master Plan, with an emphasis on leveraging funding from other sources, should they become available.

Specific enhancement: Maintaining environments that support physical activity for the health and well being of Ingham County residents as well as implementation of measures to improve the operation of Potter Park Zoo that includes the completion of a ten-year master plan for the Zoo that sets specific direction for future areas of focus.

Providing Appropriate Sanctions for Adult Offenders

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

Specific enhancement: Support efforts to increase access to program alternatives available through Community Corrections, utilizing state funds. Consider county financial support to implement the recommendations of the Community Corrections Advisory Board and Jail Utilization Coordinating Committee, including the provision of a range of appropriate community-based direct and contractual treatment and service programs to be used in lieu of or in reduction of jail time.

Providing Appropriate Treatment and Sanctions for at Risk Juveniles

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

Specific enhancement: Use Juvenile Justice Millage funds to continue implementation of the Action Plan created in the Chinn Study, including specifically: the operation of the Continuum of Care facility known as the Ingham County Family Center that houses the Ingham Academy with a comprehensive juvenile assessment component; day treatment/evening reporting program; and center for respite/crisis intervention to

RESOLUTION /#09-122

support community-based programming that will support the Court's and County's goals of treating adjudicated youth locally within Ingham County whenever appropriate.

Promote Environmental Protection and Smart Growth

Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the County's commitment to the Cool Counties Climate Stabilization Goal, and other strategies being recommended by the Tri-County Growth Study Project. Develop and implement green building strategies for existing and new County facilities.

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

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2010.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and county staff will continue to work cooperatively with townships that rely on the Ingham County Sheriff's Office for primary Law Enforcement Services to implement an alternative plan to replace these services.

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

BE IT FURTHER RESOLVED, that efforts to expand the governance and funding structure of the Capital Region Airport Authority shall continue, with strong leadership from the Lansing Economic Area Partnership (LEAP) to achieve meaningful progress by December 2009.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts of the neighborhood network centers.

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

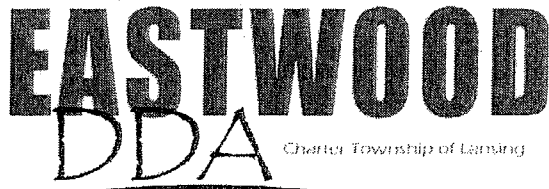
RESOLUTION #09-122

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

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

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator will continue to score and rank Community Agency applications based on a set of criteria approved by the Board of Commissioners and make a recommendation on specific funding levels for each applicant to the Human Services Committee.

FINANCE: Yeas: Grebner, Nolan, Bahar-Cook, Tennis, Davis
Nays: Dougan Absent: None Approved 4/22/09



Memo

To: Matthew J. Myers, Controller/Administrator
From: Steven Hayward, DDA Executive Director
CC: Township Board and DDA Board
Date: March 18th, 2010
Re: Ingham County Request for Tax Increment Finance (TIF) Capture Reduction

Per Ingham County's request the Lansing Township Downtown Development Authority board of Directors and the Lansing Township Budget Committee has reviewed the request by Ingham County to temporarily reduce the portion of the Ingham County's ad valorem taxes that are shared with Lansing Township by ten percent (10%) for the next three years. By the way of background this partnership is based upon a 2004 Tax Sharing Agreement to share \$11,000,000 in new taxes generated within the Downtown Development Authority (DDA) to implement infrastructure projects. The current capture rate is 80% of new taxes with no sharing of taxes that existed prior to 2003.

Based upon 2010 assessments a ten percent (10%) reduction in shared taxes would be approximately \$64,297 dollars a year. Both the DDA Board and Budget Committee have unanimously recommended to the Township Board an approximate seven and three quarter percent (7 ¾%) reduction in shared taxes to be paid as an annual lump sum payment of fifty thousand dollars (\$50,000.00) on June 15th of this year, 2011 and 2010.

Based upon the County's response to this memorandum, the Township Board will consider this action at their next available meeting and if successful direct legal council to prepare an appropriate amendment to the existing 2004 Tax Sharing Agreement.

3209 West Michigan Avenue
Lansing, MI 48917
(517) 827-1082
(517) 485-3276 fax
www.EastwoodDDA.org