

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
STEVE DOUGAN

COUNTY SERVICES COMMITTEE
DALE COPELAGE, 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 20, 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 [April 6, 2010](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Discussion
 - a. Capital Regional Airport Authority, Bob Selig and Chris Holman (*No Materials*)
 - b. Charter Township of Lansing – Steven Hayward, [Lansing Township](#)
 - i. Facility Bonds - Recommendation from Economic Development Corporation
 - ii. Discussion Related to "Full Faith & Credit" on the Project at Eastwood
 - iii. \$150,000 from Lansing Township DDA (\$50,000 for 3 years) - 2010, 2011, 2012
2. Clerk's Office
 - a. Resolution to Increase the Fees for [Certified Copies](#) of Vital Records Issued by the County Clerk's Office
 - b. Resolution to Purchase an IDentiphoto 550CCW [Card System](#) for Creating CCW Permits
3. Register of Deeds - Resolution to Authorize the [Transfer of Funds](#) from the Treasurer's Office to the Register of Deeds and to Authorize a Temporary Employee
4. Ingham County Treasurer - Resolution to Authorize Service Contracts for the Purpose of Conducting [Personal Service Visits](#)
5. Health Department - Request for a 90 Day [Leave Without Pay](#)
6. Management Information Services Department - Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application Developer/Business [Analyst](#)

7. County Services Committee
 - a. Resolution Amending the Ingham County [Board Rules](#)
 - b. Resolution Congratulating the Greater Lansing Convention and [Visitors Bureau](#) on the Event of Their 50th Anniversary
 - c. Resolution Proclaiming April 28, 2010 as “[Workers Memorial Day](#)” in Ingham County

8. Controller/Administrator’s Office
 - a. Resolution Establishing Areas of Priority Emphasis Guiding [2011 Activities](#) and Budget Process
 - b. 2010 1st Quarter Budget Adjustments and Contingency Fund Update - Resolution Authorizing [Adjustments](#) to the 2010 Ingham County Budget

9. Board Referrals
 - a. Letter with Attachments from [City of Williamston](#) Regarding the Parks and Recreation Master Plan
 - b. Letter from Brookover, Carr & Schaberg, P.C. Attorneys Summarizing the Agreement Between the Ingham County Road Commission and Patrick E. Lindemann for [Attorney Fees](#)
 - c. Letter from Jill Rhode, Director of Ingham County Financial Services, Requesting an Immediate Change to [Sparrow Occupational Health](#) for Non-Emergency Employee Injuries

Public Comment
Announcements
Adjournment

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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

April 6, 2010

Minutes

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

Members Absent: Donald Vickers

Others Present: Matthew Myers, Tony Lindsey, Tom Shewchuk, Rick Terrill, Sally Auer, Michelle Rutkowski, Chris Hnatiw, Stacy Byers, Dan Edington, Justin Spenski and Jim Hudgins

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 16, 2010 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE MARCH 16, 2010 MINUTES AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

Additions to the Agenda

3. Pulled - Resolution to Authorize a Re-organization within the Sheriff's Office to Reclassify a Lieutenant Position to a Sergeant Position

Limited Public Comment

None

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

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
5. Parks Department
 - c. Request for Out-of-State Travel – Animal Behavior Management Alliance
7. Facilities Department
 - 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
 - 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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

1. Probate Court/Human Resources - Resolution to Authorize Establishment of the Position of Investigator Probate Court in the Managerial and Confidential Employee Group

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING ESTABLISHMENT OF THE POSITION OF INVESTIGATOR PROBATE COURT IN THE MANAGERIAL AND CONFIDENTIAL EMPLOYEE GROUP.

Dr. Myers, Controller, informed the Committee that this resolution will not be introduced at Judiciary.

Comm. Celentino asked if the position is actually a shift instead of an establishment. Mr. Lindsey, Human Services, stated that the position is filled by an existing employee. He indicated that the employee was formerly part of a two-person collective bargaining unit that was recently reduced to one due to the other employee's retirement. By State law, the County cannot have a one-person union. Thus, the remaining employee was given the opportunity to decide which union to join, either the sister union, OPEIU, or Managerial and Confidential Employee Group. He indicated that the employee elected to join the Managerial and Confidential Employee Group.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

2. Circuit Court, 55th District Court, and Human Resources - Resolution Approving a Collective Bargaining Agreement with the ICEA Professional Court Employees

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE ICEA PROFESSIONAL COURT EMPLOYEES.

Dr. Myers informed the Committee that this resolution will not be introduced at Judiciary.

Comm. McGrain asked why certain benefits were being added to the contract. Mr. Lindsey indicated that all of the provisions of the agreement are consistent with what the Commissioners have approved all along. Mr. Spenski, ICEA, stated that the reason for the bolded sections is to make the language more consistent throughout all the contracts. He clarified that all the contracts have always had the benefits listed. Dr. Myers stated that over the years, five different attorneys have negotiated the contracts with the various units; thus, the contracts were written in different ways. He clarified that with these particular contracts, the employees have always had these benefits; however, this resolution attempts to make all the contracts consistent. He indicated that the parking section is new. Initially, the County was paying approximately \$1,000 for each employee to park in a ramp. However, by offering an incentive, employees are giving up the paid parking space. As a result, the County is saving a significant amount of money.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

4. Ingham County Farmland and Open Space Preservation Board
 - 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

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR, TO APPROVE THE 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.

Comm. Grebner expressed his concern that the cost of development rights will not be considered. Ms. Byers, Farmland and Open Space Board, explained that they tried to review the scoring criteria in an attempt to address that concern.

Comm. Grebner also expressed his concern of the possibility of people banding together in an effort to avoid donating more money. Ms. Byers stated that if that were to happen, the Farmland and Open Space Board would intervene.

Comm. Schor commended the Farmland and Open Space Board for Item 4a, adding the urban piece to the policy.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

5. Parks Department
 - a. Resolution Accepting Donations and Authorizing the Purchase and Installation of Light Fixtures for the Lake Lansing Community Band Shell

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION ACCEPTING DONATIONS AND AUTHORIZING THE PURCHASE AND INSTALLATION OF LIGHT FIXTURES FOR THE LAKE LANSING COMMUNITY BAND SHELL.

Comm. McGrain asked what will happen to the remainder of the balance in the account. Mr. Bennett, Parks, stated that the original plan was to upgrade parts of the Lake Lansing Park South. He indicated that the remaining funds of approximately \$4,500 will be returned to the General Fund. He informed the Committee that part of the reason for the savings is due to the fact that the County electrician is being utilized.

Chairperson Copedge asked what types of light fixtures are being installed. Mr. Bennett replied that the lighting is for the band shell and the walkways that surround the shelters. He indicated that the fixtures are more ornate than usual, and are very economical in order to keep operational costs low.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

b. Resolution Authorizing the Jail Alternative Sentencing Program Budget

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING THE JAIL ALTERNATIVE SENTENCING PROGRAM BUDGET.

Mr. Bennett informed the Committee that the Jail Alternative Sentencing Program has been successful in accomplishing several projects in the parks. He indicated that the program pays for a supervisor, which comes out of the seasonal budget line.

Comm. McGrain asked for more clarification on the language of Seasonal Working Coordinator, since the employee is working 2,040 hours. Mr. Bennett indicated that the language is from a prior contract and has not been updated.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

6. Tri-County Regional Planning Commission - Resolution Supporting the 2010-2013 Revised Comprehensive Economic Development Strategy

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION SUPPORTING THE 2010-2013 REVISED COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY.

Comm. Schor asked if the information has been posted online. Ms. Hnatiw, Tri-County Regional Planning Committee, indicated that it has not been posted online, because it is a draft open for 30-day public comment. She stated that she will post it and provide a link to Commissioners to share with their constituents.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

7. Facilities Department

- a. Resolution authorizing a contract with Cusack's Masonry Restoration, Inc. to Provide Tuck Pointing Services at the Veterans Memorial Courthouse

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH CUSACK'S MASONRY RESTORATION, INC. TO PROVIDE TUCK POINTING SERVICES AT THE VETERANS MEMORIAL COURTHOUSE.

Comm. Schor asked what the normal contingency is for projects. Mr. Terrill, Facilities, indicated that it varies between renovation and new construction projects. He stated that this project is an exterior building envelope restoration. As a result, it is uncertain what new problems they will find as the work is being done. Comm. Grebner stated that when doing external repairs on a building, it is normal to have a larger contingency, because unexpected problems may arise. Comm. Schor asked if staff can prepare a chart demonstrating the general standards of determining contingencies for future projects.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

9. Board of Commissioners

- d. Discussion - Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application Developer/Business Analyst

Mr. Shewchuk, MIS, provided the Committee with an overview of the MIS Delivery Methodology. He stated that with every project, they follow the same delivery framework of Scope Definition, Planning, Execution, and Closure. He indicated that with the imaging application project for the Prosecuting Attorney's office, this same methodology was followed. Due to the complexity and size of the project, it was determined that the work needed to be done by an outside vendor, ImageSoft. Upon working with the vendor and the Prosecuting Attorney's office, MIS determined that the scope of the project is to initially establish a pilot with East Lansing police department and MSU Police to emulate a paperless environment, and assess requirements/needs during the pilot to solidify long-term requirements for a paperless environment. He indicated that the planning stage of the project is complete. He stated that as new issues arise, changes need to be made. In 2 weeks, the implementation stage will take place, allowing the client to use the system live.

Chairperson Copedge asked if there was a change in the scope of work. Mr. Shewchuk replied that due to a significant turnover of personnel in the Prosecuting Attorney's office, details within the scope changed because the new employees' thought processes were different.

Dr. Myers clarified that through the Board of Commissioners, Mr. Shewchuk had the authority to hire a Deputy Director following the 8-week hiring delay, similar to other departments. He stated that due to the fact that Mr. Shewchuk needed a different kind of employee to oversee projects rather than personnel, he brought the issue before the Board.

10. Controller/Administrator's Office

- a. Discussion - Deferred Compensation - RFP to Add a Third Vendor to Replace Met Life (*No Materials*)

Dr. Myers informed the Committee that two years ago, the Board of Commissioners approved adding two vendors to the County's deferred compensation choices. As a result, an RFP was sent out, and two additional vendors were selected. He stated that MetLife was one of the vendors chosen; however, they never signed the agreement contracts with the County, therefore, they were dropped. He indicated that since that time, it has been suggested that another RFP should be sent out to provide a 3rd vendor as a choice for deferred compensation.

(Comm. Schor left at 8:29 p.m.)

Chairperson Copedge asked what the Controller's recommendation is. Dr. Myers stated that overall, he thinks employees are satisfied with the two vendors; however, adding a 3rd choice cannot hurt. He recommended introducing the item toward the end of this year.

b. Discussion on Resolution Establishing Areas of Priority Emphasis Guiding 2011 Activities and Budget Process

Dr. Myers stated that each year, the Board of Commissioners establishes areas of priorities for the budget process. He indicated that the Controller's Office then assembles a document in order to reflect the Commissioner's feedback. He asked the Commissioners to provide input of areas that may need to be included in the updated document. He indicated that one area of focus will be reductions and consolidation. He stated that the area, Supporting Recreational Opportunities, is listed in the resolution as a priority. He recommended that it be more of a minor focus. He also stated that under the area of Providing Appropriate Sanction for Adult Offenders, the closing of the jail post needs to be addressed, along with the study on alternative sentencing.

11. Board Referral - Memo from Steven Hayward, Lansing Township DDA, Regarding Ingham County's Request for Tax Increment Finance Capture Reduction

Dr. Myers informed the Committee that there is a request to redirect the bonds to Lansing Township. He stated that the Committee can either do that or refer it to EDC to make a recommendation.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MCGRAIN, TO REDIRECT THE BONDS TO LANSING TOWNSHIP AND TO REFER TO EDC TO MAKE A RECOMMENDATION.

Comm. Celentino stated that more clarification is needed from Lansing Township regarding the request. Dr. Myers indicated that Mr. Hayward will be asked to be present at the next meeting, and the issue can be deferred until then.

COMM. GREBNER WITHDREW HIS MOTION.

The Board Referral was received and placed on file.

Public Comment

Ms. Auer, UAW, asked if the ICEA contract that was approved accepted the furlough days for 2010. Dr. Myers indicated that it did.

Announcements

Comm. Grebner asked that the rule change he sent in an email will be on the next agenda.

Chairperson Copedge asked that the Committee discuss employee performance evaluations at a future meeting. He also stated that the service held for Reverend Stone was very nice, and that he will be greatly missed.

The meeting adjourned at approximately 8:47 p.m.

Respectfully submitted,

Karsha Sathianathan



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

RESOLUTION STAFF REVIEW

DATE March 31, 2010

Agenda Item Title: Resolution to Increase the Fees for Certified Copies of Vital Records Issued by the County Clerk's Office

Submitted by: Clerk's Office

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

Summary of Proposed Action:

This resolution will authorize the Clerk's Office to increase fees for certified vital records. The Clerk's Office processes approximately 16,500 first copies and 20,400 additional copies of vital records per year.

Financial Implications:

The fees for the first copy of a certified record would increase from \$17.00 to \$20.00 (a \$3 increase) and the fee for the second and each additional copy would increase from \$8.00 to \$10.00 (a \$2 increase).

If approved, this increase would generate approximately \$90,000 in additional revenue per year for the 2011 General Fund and \$60,000 for 2010.

Other Implications:

The fee increase would take effect on May 3, 2010.

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

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO INCREASE THE FEES FOR CERTIFIED COPIES OF VITAL RECORDS
ISSUED BY THE COUNTY CLERK'S OFFICE**

WHEREAS, the Ingham County Board of Commissioners establishes the fees for the purchase of certified copies of birth, death and marriage records as part of the budget process; and

WHEREAS, the Board is now seeking ways to generate additional revenue to reduce the effects of the projected 2010 budget shortfall; and

WHEREAS, statute allows County Boards of Commissioners to set fees for certified copies, as long as those fees do not exceed the rate charged by the State of Michigan, Department of Community Health; and

WHEREAS, the State Office of Vital Records currently charges \$26.00 for the first copy of a vital record, and \$12.00 for the second and each additional copy of a vital record, when ordered on-line or through the mail; and

WHEREAS, the Clerk's Office sells approximately 16,500 first copies and 20,400 additional copies of vital records per year; and

WHEREAS, increasing the fee for the first copy from \$17.00 to \$20.00 and the fee for the second and each additional copy from \$8.00 to \$10.00, would generate approximately \$90,000 in additional revenue per year for the General Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes the fee of \$20.00 for the first copy of a vital record and \$10.00 for the second and each additional copy of a vital record purchased at the same time.

BE IT FURTHER RESOLVED, that the fee increase will take effect on May 3, 2010.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

RESOLUTION STAFF REVIEW

DATE March 31, 2010

Agenda Item Title: Resolution to Purchase an IDentiphoto 550CCW Card System for Creating CCW Permits

Submitted by: Clerk's Office

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

Summary of Proposed Action:

This resolution approves the purchase and service agreement with IDentiphoto for a 550CCW Card System. The new Card System will interface with the CCW Database and Passport Photo system currently in use. The Clerk's Office has the statutory responsibility to prepare concealed weapons permits and processes approximately 200 applications each month.

Financial Implications:

The cost of the IDentiphoto 550CCW Card System will be for a cost not to exceed amount of \$9,000.00, which includes a Dual-Side Card Printer, Card Design, Photo Scanner, Signature Pad, supplies, training and a service agreement.

Other Implications:

The Clerk is planning to reorganize his office and eliminate a Deputy Clerk II position, which creates the need to reduce the time spent on repetitive tasks. IDentiphoto is a sole source provider approved by the Michigan State Police and on the General Services Administration Contract.

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

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE AN IDENTIPHOTO 550CCW CARD SYSTEM FOR CREATING
CCW PERMITS**

WHEREAS, the Ingham County Clerk's Office has the statutory responsibility to prepare concealed weapons permits after approval by the Concealed Weapon's Licensing Board; and

WHEREAS, the Concealed Weapons Licensing Board currently approves approximately 200 applications per month; and

WHEREAS, the permit preparation process currently takes approximately five minutes per permit; and

WHEREAS, the Clerk plans to reorganize his office and eliminate a Deputy Clerk II position, which creates the need to reduce the time spent on repetitive tasks; and

WHEREAS, the Clerk desires to purchase the IDentiphoto 550CCW Card System, which will print each permit on plastic stock with photo and signatures embedded in a matter of 35 seconds per card; and

WHEREAS, the IDentiphoto System will interface with the CCW Database and Passport Photo system currently in use; and

WHEREAS, IDentiphoto is a sole source provider approved by the Michigan State Police and on the General Services Administration Contract.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners approves the purchase of the IDentiphoto 550CCW Card System from Identiphoto, at a cost not to exceed \$9,000.00, which includes a Dual-Side Card Printer, Card Design, Photo Scanner, Signature Pad, supplies, training and a Service Agreement.

BE IT FURTHER RESOLVED, that the funds will be taken from the Contingency Fund and the savings realized by the reduction of staff and that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

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

RESOLUTION STAFF REVIEW

DATE April 12, 2010

Agenda Item Title: Resolution to Authorize the Transfer of Funds from the Treasurer's Office to the Register of Deeds and to Authorize a Temporary Employee

Submitted by: Register of Deeds Office

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution will authorize the Register of Deeds to hire a temporary employee to assist with title search work.

Financial Implications:

The temporary employee hourly rate will be \$13.00 and will not exceed 1,560 hours. A transfer of \$13,838 from 52825500 804000 (title search contractor) to 52825500 705000, 715000, 722000, 915050 (temporary salaries and fringes) will become effective upon the approval of this resolution. This will save money as this work is normally contracted to a private company.

Other Implications:

The temporary employee will be used no longer than six (6) months and will not exceed 1,560 hours which is consistent with the provisions of UAW Article 5, Section 1 E.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE TRANSFER OF FUNDS FROM THE TREASURER'S OFFICE TO THE REGISTER OF DEEDS AND TO AUTHORIZE A TEMPORARY EMPLOYEE

WHEREAS, some title search work is contracted to external entities at considerable cost (\$40,000 annually); and

WHEREAS, the title search tasks can be accomplished more effectively at a reduced cost by use of a temporary employee at a salary rate of \$13.00 per hour; and

WHEREAS, funds are available in the Treasurer's Office; and

WHEREAS, the Treasurer's Office is receptive to the transfer of funds and continuing a cooperative work relationship to save money and accomplish the tasks; and

WHEREAS, the temporary employee will be used no longer than six (6) months and not exceed 1,560 hours which is consistent with the provisions of UAW Article 5, Section 1 E.; and

WHEREAS, the affected collective bargaining unit, being the UAW, and the Treasurer's Office has been consulted and supports the request 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 transfer of \$13,838 from 52825500 804000 (title search contractor) to 52825500 705000, 715000, 722000, 915050 (temporary salaries and fringes).

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Controller/Administrator make the appropriate budget adjustments.

BE IT FURTHER RESOLVED, that the transfer be effective upon resolution approval by the Full Board of Commissioners.

RESOLUTION STAFF REVIEW

DATE April 8, 2010

Agenda Item Title: Resolution to Authorize Service Contracts for the Purpose of Conducting Personal Service Visits

Submitted by: Ingham County Treasurer

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

Summary of Proposed Action:

This resolution will authorize a contract with TC Process Servers, LLC, for the purpose of conducting personal service visits on tax delinquent properties for the Ingham County Treasurer's Office (FGU). The County Treasurer acts as the foreclosing governmental unit (FGU) and assumes the responsibility of the delinquent property tax foreclosure process.

Financial Implications:

The contract will be funded by fees generated by Public Act 123, Section 211.78g (1).

TC Process Servers, LLC, would be designated as the official process server vendor for an initial one (1) year period with an as needed renewal clause – at the County's sole discretion.

Other Implications:

The Purchasing Department solicited and received proposals. TC Process Servers, LLC, was the lowest bidder and is a local vendor.

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.

April 7, 2010

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to Authorize Service Contracts

Attached for your consideration is a resolution to authorize service contracts to conduct personal service visits on tax delinquent properties. In December 2004, the Ingham County Board of Commissioners with the consent of the Ingham County Treasurer, elected to have the County Treasurer act as foreclosing governmental unit (FGU) and assume responsibility of the delinquent property tax foreclosure process.

Under Public Act 123 of 1999, section 211.78i (3), the FGU "...or its authorized representative or authorized agent shall make a personal visit to each parcel of property forfeited to the county treasurer under section 78g to ascertain whether or not the property is occupied."

The Purchasing Department solicited and received proposals. The contract will be funded by fees generated by Public Act 123, Section 211.78g (1).

Thank you for your consideration of this resolution. Please contact me if you have any questions.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Purchasing Director
DATE: April 8, 2010
SUBJECT: Proposal Summary – Process Serving Services

Project Description:

This project involves soliciting proposals for process servicing services to comply with the General Property Tax Act 206 of 1893, Section 211.78i, for the Treasurer’s Office.

Proposal Summary:

Vendors Contacted: 11 Local: 5
Vendors Responding: 3 Local: 3

<u>Firm</u>	<u>Per Visit Fee</u>	<u>Local</u>
TC Process Serving, LLC	\$17.50 - \$30	Y – Holt
Paschal Security Systems, LLC	\$19, plus additional costs	Y – Lansing
Fleck Detective Agency	\$35 - \$45	Y – Lansing

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

- 1) Ethru – Gave bid to his attorney to work on and thought he did it. He will speak to his attorney because he thought it was completed and turned in.
- 2) Justice Service – Her only available employee is working 13 hour days. Don’t know if she carries the required liability insurance amount.

Recommendation:

Award a contract to TC Process Serving, LLC for an initial period of one year with an option to renew. TC Process Serving is a competitively priced local company which has consistently provided reliable service.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SERVICE CONTRACTS FOR THE PURPOSE OF
CONDUCTING PERSONAL SERVICE VISITS**

WHEREAS, Under Public Act 123 of 1999, the Ingham County Treasurer is the foreclosing governmental unit (FGU); and

WHEREAS, at Section 211.78i (1), it specifically states that “The foreclosing governmental unit may enter into a contract with one (1) or more authorized representatives to ...perform other functions required for the collection of delinquent taxes under this act”; and

WHEREAS, at Section 211.78i (3), it specifically states that “The foreclosing governmental unit or its authorized representative or authorized agent shall make a personal visit to each parcel of property forfeited to the county treasurer under section 78g to ascertain whether or not the property is occupied”; and

WHEREAS, the contracts will be funded by fees generated by Public Act 123, Section 211.78g (1); and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed proposals for the process server contracts from licensed vendors; and

WHEREAS, the County Treasurer, as FGU, recommends awarding a contract to TC Process Servers, LLC, the lowest bidder.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with TC Process Servers, LLC, for the purpose of conducting personal service visits on tax delinquent properties for the Ingham County Treasurer’s Office (FGU).

BE IT FURTHER RESOLVED, under “Contract Terms” of the RFP, “the process server company or companies selected shall be designated as the County Treasurer’s official process server vendor for an initial one (1) year period with an as needed renewal clause – at the County’s sole discretion.”

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

MEMORANDUM

TO: County Services Committee
FROM: Dean G. Sienko, M.D., Health Officer
DATE: April 8, 2010
RE: Request for a 90 Day LWOP – Janiece Williams

We are requesting approval for a 90 day LWOP for Janiece Williams, Clinic Assistant Technician I in Women's Health.

Ms. Williams has exhausted her FMLA. In addition, she has used the 10 Day LWOP and currently, is on a 60 Day LWOP which was approved by the Human Resource Director. This leave will end on May 17, 2010. We have received a statement from her physician that possible return to work might be in June.

Kathy Way, the Coordinator in the Women's Health Center is in support of the leave of absence extension. It is hoped that her health will continue to improve, and that Ms. Williams will be able to return to work full time in June.

c: Tony Lindsey, Director, Human Resources
Debra Brinson, DHO, Clinical Services
Kathy Way, Clinic Coordinator, Women's Health
Kelly Cline, Front Office Supervisor
Sally Auer, Chair, UAW

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.

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.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE INGHAM COUNTY BOARD RULES

WHEREAS, it is necessary to periodically review the Board Rules to accommodate the changing needs of county government; and

WHEREAS, changes in the Board Rules are recommended for specific procedures and priorities to enhance efficiency and clarity of Board procedures.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached amendment to the Ingham County Board Rules effective immediately.

BE IT FURTHER RESOLVED, that the rules amended by this resolution shall remain in effect until rescinded or amended.

Rules of the Board

F. CONSENT AGENDA. At the discretion of the Committee Chairperson, all of the resolutions and actions of the Committee which are on the agenda may be acted upon in one vote; provided, however, that any member of the Committee may identify specific resolutions and actions which are not to be included in the one vote but which are to be discussed and voted upon separately.

Prior to the Committee Chairperson calling for a vote on the consent agenda, Commissioners shall have the opportunity to identify those resolutions and actions which are not to be included but which are to be discussed and voted on separately.

V.

CONDUCT OF BOARD MEETINGS

A. QUORUM. A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary.

B. ORDER OF BUSINESS.

1. Agenda.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Time for Meditation
4. Reading and Correction of Minutes
5. Addition of Items to the Agenda
6. Petitions and Communications
7. Limited Public Comment
- 8. Clarification/Information Provided by Committee Chair**
9. Consideration of Consent Agenda
10. Committee Reports
11. New and Miscellaneous Business
12. Late Committee Reports and Late Individual Resolutions
13. Special Orders of the Day
14. Limited Public Comment
15. Commissioner Announcements
16. Consideration and Allowance of Claims
17. Adjournment

2. Specific Agenda Priorities. All matters shall be placed upon the agenda of the Board within a specific section as listed immediately above by the Clerk of the Board.

3. Clarification/Information Provided by Committee Chair. Immediately after the conclusion of public comment, a Committee Chair or the Chair of the Board may respond to issues raised by a speaker, to correct a factual misunderstanding or provide helpful information regarding the County's consideration of the matter. Any such response should be limited to factual matters and not exceed one minute. The response should not be used to criticize the previous speaker, explain political positions, or engage in debate.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CONGRATULATING THE GREATER LANSING CONVENTION AND VISITORS BUREAU ON THE EVENT OF THEIR 50TH ANNIVERSARY

WHEREAS, The Greater Lansing Convention and Visitors Bureau was founded in 1960 to positively impact the area's economy by marketing the region as a travel destination; and

WHEREAS, after several years located at the Lansing Civic Center, the company moved to Père Marquette Street in downtown Lansing and then to Turner Street in Old Town Lansing and contributed to the renaissance and resurgence of that neighborhood for ten years; and

WHEREAS, with strategic forethought, the organization put down roots in the Stadium District in September 2009, in close proximity of the Lansing Center where the bulk of their convention business is serviced; and

WHEREAS, throughout fifty years, The Greater Lansing Convention and Visitors Bureau has worked in partnership with Ingham County, local municipalities, the regional hospitality industry and made a valuable contribution to the quality of the traveling public's experience; and

WHEREAS, in 1994 created the annual event, Be A Tourist In Your Own Town to increase community awareness of the area's attractions and the tourism industry's impact and to empower residents to become ambassadors of their community; and

WHEREAS, the GLCVB conceived the Greater Lansing Sports Authority in 2006 to promote sports in the area by bringing in and supporting quality athletic tournaments while also fostering the development of local sports events; and

WHEREAS, in 2007 established Team Lansing Foundation to champion destination development through education, research and participation with initiatives that enhance and elevate the value of the tourism assets within the community; and

WHEREAS, in 2010 The Greater Lansing Convention and Visitors Bureau will celebrate its 50th anniversary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates The Greater Lansing Convention and Visitors Bureau on their successful accomplishments and on the event of their 50th anniversary.

BE IT FURTHER RESOLVED, that the Board wishes them continued growth in all of their endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PROCLAIMING APRIL 28, 2010 AS
“WORKERS MEMORIAL DAY” IN INGHAM COUNTY**

WHEREAS, every year tens of thousands of American workers are killed by workplace injuries and occupational disease; and

WHEREAS, tens of thousands more are permanently disabled; and

WHEREAS, millions of workers across the nation are injured or made ill; and

WHEREAS, concerned Americans are determined to prevent these tragedies by renewing efforts to seek stronger safety and health protections; better standards and enforcement; as well as fair and just compensation; and

WHEREAS, concerned Americans are committed to improving safety and health in every American workplace.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby proclaims April 28, 2010 as “Workers Memorial Day” in Ingham County in recognition of workers killed, injured and disabled on the job.

BE IT FURTHER RESOLVED, that citizens of Ingham County are urged to join the Board of Commissioners in remembering these victims of workplace injuries and disease.

MEMORANDUM

April 8, 2010

TO: Board of Commissioners
FROM: Matthew J. Myers, Controller/Administrator
RE: Priorities Guiding 2011 Activities and Budget

Attached for your consideration is a proposed resolution establishing areas of priority emphasis to guide the 2011 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority emphasis and departmental perspectives regarding areas of importance for 2011. Proposed changes from the 2010 resolution establishing areas of priority emphasis are indicated through bolded and struck-out language.

The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2011, and will be used to guide the development of the Controller/Administrator's Recommended Budget.

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

MJM/jc/jab

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS
GUIDING 2011 ACTIVITIES AND BUDGET PROCESS**

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

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

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

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

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

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

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments affecting budget projections for 2011; and

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

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

~~WHEREAS, 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 2011 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 2011:

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 2011, 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. The Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, yet recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.

3. 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~~ **through the 2010 Patient Protection and Affordable Care Act**, access to health care for the uninsured and under-insured, through the Ingham Health Plan and other health plan initiatives and programs. **Evaluate the effect of the 2010 Patient Protection and Affordable Care Act on the delivery of public health services in Ingham County.** ~~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.

Supporting Public Safety

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

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

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: In light of the current budget situation, including the anticipated closing of a jail post as part of the 2011 Budget, support efforts to increase access to program alternatives available through Community Corrections, utilizing state funds. Consider county financial support to implement the recommendations of the Community Corrections Advisory Board and Jail Utilization Coordinating Committee, including ~~the~~ provision of a **increased use of the existing** range of appropriate community-based direct and contractual treatment and service programs, **including electronic monitoring, alternative sentencing, residential beds, and bed allocation, which provide a cost effective manner to provide sanctions 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 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 **Farmland and Open Space 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 2011.

~~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, the Ingham County Board of Commissioners supports maintaining recreational opportunities to the greatest extent possible while reducing some services throughout Ingham County guided by the County Parks Master Plan, with an emphasis on leveraging funding from other sources, should they become available.

~~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.~~

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 Board of Commissioners will establish a retirement coalition to provide long term strategies to restructure retirement benefits that are financially sustainable and appropriate for all new employees.

~~BE IT FURTHER RESOLVED, 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.~~

BE IT FURTHER RESOLVED, that Community Agency funding will continue, but at a reduced level within available funds.

MEMORANDUM

April 9, 2010

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: First Quarter 2010 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County Budget for the first quarter of fiscal year 2010. The total increase to the General Fund is \$550,002.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2009. This year's General Fund reappropriations total \$575,002, and are primarily related to capital projects. Some of the larger projects carried over from the 2009 budget include \$81,377 for painting stone at the Mason Courthouse, \$111,518 for the chiller at the Youth Center, \$97,109 to renovate Health Department space at the Human Services Building, and \$200,000 for the Health Department's electronic medical records system. All of the remaining funds for the Parks trail projects (totaling over \$2.5 million) are also carried over, as well as several capital projects within the Potter Park/Zoo Millage Fund. This resolution approves the carry forward of funding for these projects only. Also reappropriated is \$2.8 million for the purchase of the property adjacent to Lake Lansing Park. Contracts to implement these projects will need additional approval by the Board of Commissioners.

Another large adjustment is a \$1.4 million increase in the Health Department. This is to account for the book value of vaccine provided to the County by the Michigan Department of Public Health for children's immunizations. This is not an actual increase in revenues and expenditures.

Also, \$164,533 is reappropriated in the DHS Child Care Fund to cover the anticipated cost of IV-E funding recoupments. This is equal to the amount of funds that the Department of Human Services was underspent in 2009, and has been reserved within the DHS Child Care Fund.

Contingency funding is proposed to be used to cover decreased revenue projections in District Court (\$25,000 loss in WebTecs revenue after the implementation of the Justice Information System), increased costs in the Treasurer's Office (\$40,000 for Bank Fees), and a small grant match (\$292) for the Urban/Rural Services District/Boundary Committee.

Also included, is an update of contingency fund spending so far this year. If the attached resolution is approved as proposed, the contingency amount will be \$376,768. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$450,000.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2010 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2010 Budget on October 27, 2009, and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2010 BUDGET 4/01/10</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$78,405,723	\$550,002	\$78,955,725
208	Parks	1,764,573	4,200	1,768,773
221	Health	43,411,975	1,400,000	44,811,975
245	Public Improvements	2,247,483	780,435	3,027,918
258	Potter Park/Zoo	4,433,159	779,036	5,212,195
267	Community Corrections	478,087	7,521	485,608
288	DHS Child Care	3,261,318	164,533	3,425,851
450	Parks Capital	5,000	5,591,770	5,596,770
508	Parks Enterprise	371,943	50,265	422,208
664	Mach. & Equip. Revolving	699,295	484,270	1,183,565

GENERAL FUND REVENUES

	2010 Budget – <u>4/01/10</u>	<u>Proposed</u> <u>Changes</u>	2010 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	46,294,820		46,294,820
Property Tax Adjustments	(100,000)		(100,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	25,000		25,000
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
Transfer from Rev. Sh. Res. Fund	6,080,205		6,080,205
Convention/Tourism Tax - Liquor	1,678,052		1,678,052
Health and Safety Fund	25,716		25,716
Use of Fund Balance	1,200,518	575,002	1,775,520
Department Generated Revenue			
Animal Control	497,100		497,100
Circuit Court - Family Division	919,134		919,134
Circuit Court - Friend of the Court	543,638		543,638
Circuit Crt - General Trial	2,302,165		2,302,165
Controller	3,009		3,009
Cooperative Extension	49,999		49,999
County Clerk	590,800		590,800
District Court	2,542,070	(25,000)	2,517,070
Drain Commissioner/Drain Tax	362,663		362,663
Economic Development	610,600		610,600
Elections	36,650		36,650
Emergency Operations	47,221		47,221
Equalization /Tax Mapping	30,800		30,800
Facilities	152,487		152,487

Human Resources	36,692		36,692
Probate Court	302,178		302,178
Prosecuting Attorney	908,145		908,145
Register of Deeds	1,512,645		1,512,645
Remonumentation Grant	85,000		85,000
Sheriff	5,431,179		5,431,179
Treasurer	5,428,500		5,428,500
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	312,997		312,997
Total General Fund Revenues	78,405,723	550,002	78,955,725

GENERAL FUND EXPENDITURES

	2010 Budget - <u>4/01/10</u>	Proposed <u>Changes</u>	2010 Proposed <u>Budget</u>
Board of Commissioners	587,468		587,468
Circuit Court - General Trial	7,658,281		7,658,281
District Court	2,366,568		2,366,568
Circuit Court - Friend of the Court	1,160,530		1,160,530
Jury Board	1,757		1,757
Probate Court	1,453,883		1,453,883
Circuit Court - Family Division	6,189,302		6,189,302
Jury Selection	82,884		82,884
Elections	455,750		455,750
Financial Services	635,919		635,919
County Attorney	412,220		412,220
County Clerk	696,733		696,733
Controller	832,956		832,956
Equalization/Tax Services	684,828	15,000	699,828
Human Resources	541,771		541,771
Prosecuting Attorney	5,888,177		5,888,177

Purchasing	177,397		177,397
Facilities	1,925,933		1,925,933
Register of Deeds	430,408		430,408
Remonumentation Grant	85,000		85,000
Treasurer	610,508	40,000	650,508
Drain Commissioner	987,844		987,844
Economic Development	666,284		666,284
Community Agencies	197,117		197,117
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900	292	103,192
Jail Maintenance	281,708		281,708
Sheriff	18,679,213		18,679,213
Community Corrections	84,940		84,940
Animal Control	1,285,035		1,285,035
Emergency Operations	148,797		148,797
Board of Public Works	264		264
Drain Tax at Large	300,000		300,000
Health Department	12,322,665		12,322,665
Medical Examiner	405,625		405,625
Substance Abuse	844,573		844,573
Community Mental Health	1,974,803		1,974,803
Department of Human Services	1,599,663		1,599,663
Tri-County Aging	76,225		76,225
Veterans Affairs	434,759		434,759
Cooperative Extension	650,432	22,109	672,541
Parks and Recreation	1,505,092		1,505,092
Contingency Reserves	442,060	(65,292)	376,765
Legal Aid	20,000		20,000

2-1-1 Project	33,750		33,750
Capital Improvements	2,482,201	537,893	3,020,094
Total General Fund Expenditures	78,405,723	550,002	78,955,725

General Fund Revenues

District Court	Decrease revenue \$25,000 due to loss of WebTecs revenue upon conversion to JIS system.
Use of Fund Balance	Increase use of fund balance \$575,002 for reappropriated projects.

General Fund Expenditures

Equalization	Reappropriate \$15,000 for Tri-County Mapping Project per Resolution 09-355.
Treasurer	Increase bank fees \$40,000 due to a decline in the earnings credit on funds on deposit.
Tri-County Reg. Planning	Increase budget \$292 for grant match for Urban/Rural Service District/Boundary Committee as authorized by Resolution 09-297.
Cooperative Extension	Reappropriate \$22,109 in unspent funds from the Community Development activity to cover portion of VISTA coordinator's wages in 2010. Federal dollars were spent before general fund dollars, leaving a general fund balance to be carried over to the following year.
Contingency	Decrease contingency \$292 for grant match for Urban/Rural Service District/Boundary Committee as authorized by Resolution 09-297, \$40,000 for increase in bank fees and \$25,000 for decrease in District Court revenue.
Capital Improvements	Transfer \$537,893 to public improvements fund for various reappropriated capital projects.

Non-General Fund Adjustments

Parks (F208)	Reappropriate funds for the following capital improvement projects: office telephones (\$2,700) and snow blower (\$1,500) per 2009 capital budget.
Health (F221)	Recognize book value of vaccine provided by Michigan Department of Public Health to Health Department for children's immunizations (\$1,400,000).
Public Improvements	Reappropriate funds for the following capital improvement

(F245) projects: parking lot repair (\$24,319) per 2004 capital budget, painting stone at Mason Courthouse (\$81,377) per 2005 capital budget, parking lot repair (\$1,399), Mason Courthouse heating and cooling (\$42,796), District Court carpet (\$7,610), District Court restroom renovation (\$10,000), Youth Center chiller (\$33,600), Jail condenser replacement (\$4,646), Youth Center stainless steel counter (\$5,000), Jail door hinges and switches (\$4,754), and renovation of Health Department space at Human Services Building (\$97,109) per 2007 capital budget, District Court rooftop units replacement (\$6,537), Youth Center chiller replacement (\$20,000), Mason Courthouse tile flooring (\$40,000), Hilliard Building Chiller Renewal (\$40,000), Jail carpet/floor replacement (\$5,768), Mason Courthouse retaining wall (\$40,000), Youth Center kitchen utility cabinet (\$3,457), Jail boiler repair (\$3,570), Animal Control shelter security camera (\$1,910) and kennel sound suppression system (\$3,035) per 2008 capital budget, Animal Control kitchen cabinets/shelving (\$6,800), Youth Center chiller/fresh air intake (\$111,518), Animal Control RTU replacement (\$45,311), Grady Porter Building tuckpointing (\$49,270), District Court tile floor – lobby (\$40,000), Youth Center three-way valves (\$11,786), Animal Control kennel sink/tubs (\$6,100), Animal Control Shelter sign (\$1,288), Youth Center tile floor (\$3,400), Jail lock & hinge replacement (\$3,044), Jail electric hand dryers (\$3,500), and electronic security for Health Department (\$21,531) per 2009 capital budget.

Potter Park/Zoo
(F258) Reappropriate funds for the following capital projects not completed in 2009: boiler replacement (\$34,385), roof – keeper lounge (\$22,701), roof – bongo barn (\$3,005), outdoor bird holding (\$10,000), decorative fencing (\$31,496), doors – small barn (\$7,100), birdhouse improvements (\$6,689), eagle owl exhibit (\$46,340), zoo website (\$10,000), squeeze cage (\$24,771), recycle bin (\$3,787), interactive exhibit (\$187,000), rhino exhibit (\$388,062), and zoo cam for website (\$3,700).

Community Corrections
(F267) Increase use of fund balance to use Automon balance for expert testimony services regarding drug testing results. (\$7,521)

DHS Child Care Fund
(F288) Reappropriate unspent 2009 funds to cover anticipated costs of IV-E funding recoupments. (\$164,533)

Parks Capital
(F450) Reappropriate funds for the following capital projects; Heart of Michigan Trail Lake Lansing South to Park Lake Road (\$829,075) per 2006 capital budget, Heart of Michigan Trail Park Lake to MSU (\$1,252,230), Hawk Island Tubing Hill (\$75,000), and Heart of Michigan Trail - Right of Way Acquisition (\$172,853) per 2007 capital budget, Heart of Michigan Trail Jolly Road to Hope Soccer Complex (\$250,000) per 2008 capital budget, Land Acquisition (\$2,832,200) per Resolution 09-296, picnic shelter electrical upgrade (\$8,500), fishing dock/habitat (\$80,000) and Lake Lansing Parking lot (\$91,912) per 2009 capital budget.

Parks Enterprise
(F508)

Reappropriate funds for the following capital projects: tube rental building (\$1,765), tube hill grooming equipment (\$14,000) and disc golf course (\$30,000) per 2009 capital Budget. Increase use of fund balance to replace pump and meter at Hope Soccer Complex (\$4,500).

Mach./Equip. Revolving
(F664)

Increase CIP upgrade funds to purchase: two laptops for the Circuit Court – Family Division (\$1,685), a laser printer for the Jury Assembly room (\$1,500), and a replacement laptop for the Health Department (\$1,200). Reappropriate funds for the following projects: Clerk vital records software upgrade (\$8,400), office furniture (\$8,479) for the Drain Commissioner's Office, electronic medical records system (\$100,000) and e-health implementation (\$47,600) for Health Department approved in the 2007 capital budget, scanner project (\$45,473) for Circuit Court, electronic medical records system for Health Department (\$100,000), District Court Video Arraignment project (\$28,777), and Probate Court microfilming project (\$16,825) approved in the 2008 capital budget, Probate Court scanning project (\$17,953), multimedia projector (\$478) and PC/Monitor (\$900) for District Court, Veterans Affairs scanning system (\$5,000) and electronic medical records system (\$100,000) approved in the 2009 capital budget. Transfer funds from the Parks Police Vehicle project (\$18,000) to instead purchase replacement road graders (\$4,000), a trailer (\$6,000) and an electric utility vehicle (\$8,000).

2010 CONTINGENCY

Adopted Contingency Amount	\$450,000
R10-039: Controller/Administrator Search	(3,200)
R10-098: Luminosity Solutions Contract	(4,740)
Proposed 1 st Quarter Adjustment	(65,292)
Current Contingency Amount	\$376,768



AGENDA ITEM # *9a*
City of Williamston

161 E. Grand River Ave.
Williamston, MI 48895

March 26, 2010

Ingham County Board of Commissioners
Ingham County Courthouse
P.O. Box 319
Mason, MI 48854

Subject: 2010 – 2014 City of Williamston Parks and Recreation Master Plan

Dear Commissioners:

Enclosed is a copy of the **City of Williamston 2010 – 2014 Parks and Recreation Master Plan**. We have submitted this plan to the Michigan Department of Natural Resources and Environment for certification and the Tri-County Regional Planning Commission to ensure cooperation and coordination of recreation planning efforts.

This plan was recommended for adoption by the City of Williamston Parks and Recreation Commission on March 24, 2010 and formally adopted by the City of Williamston Council on March 25, 2010.

If you have any questions or require further information, please do not hesitate to contact me at (517) 655-2774.

Respectfully submitted,

Tim Allard, City Manager

Enclosure

S:\Park & Rec Plan\2010-2014 Parks and Rec Plan\Final Plan Documents\Williamston MDNR Transmittal Letter.doc

RECEIVED

MAR 29 2010

Phone (517) 655-2774

Fax (517) 655-2797

BROOKOVER, CARR & SCHABERG, P.C.
ATTORNEYS

AGENDA ITEM #

96

GEORGE M. BROOKOVER
DIANE S. CARR
JILL A. SCHABERG

1005 ABBOT ROAD
EAST LANSING, MI 48823
PHONE (517) 336-4300
FAX (517) 336-4398

April 1, 2010

Dr. Matthew J. Meyers
Controller/Administrator
Controller's Office
P.O. Box 319
Mason, MI 48854

Re: In Re: Ingham County Road Commission, et al. v Patrick E. Lindemann, et al.
30th Circuit Court Case No. 09-1732-CZ
Honorable Paula J. M. Manderfield

Dear Dr. Meyers:

Thank you for the opportunity to meet with you on Wednesday, March 31, 2010.

This will simply confirm my understanding of our conversation.

As I indicated to you, my client, the Ingham County Road Commission, is respectfully requesting that Ingham County share in the attorney fees incurred by the Road Commission in pursuit of the above captioned matter.

As I further indicated to you, the tentative settlement negotiations in this matter will result in payment of \$100,000.00 from the Drain Commissioner to Ingham County. As you are aware, over the life of the bond, my best estimate of the total savings stemming from the settlement will be \$200,000.00.

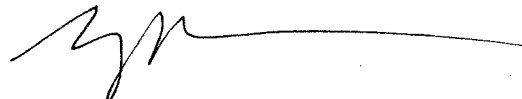
This will further confirm that you agreed that, regardless of the attorney fees issue, whatever settlement proceeds are realized to the County from this resolution will be shared equally with the Ingham County Road Commission.

If my understanding of our conversation is incorrect, please notify me immediately.

Thank you for your anticipated kindness and cooperation with regard to this matter.

Very truly yours,

BROOKOVER, CARR & SCHABERG, P.C.



George M. Brookover

GMB/lml

RECEIVED

APR 05 2010

INGHAM COUNTY
CONTROLLER'S OFFICE

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

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

April 13, 2010

Board of Commissioners
Ingham County

Currently, the County has a contract with Concentra Medical Center for occupational health services. Under the contract all employees with non-emergency injuries are treated by Concentra (who reports the information to the County's benefit office and/or the Accident Fund - the County's worker's comp third party administrator). The Concentra contract is effective until September 30, 2010.

During the past few months both the County and, more importantly, our employees have been questioning the service they are receiving from Concentra. If this were any other contract, we would begin to look for a replacement once the contract expires. This is not a regular contract. The services provided concern the health and welfare of our employees and we believe it is in their best interest to make a change immediately rather than waiting six months.

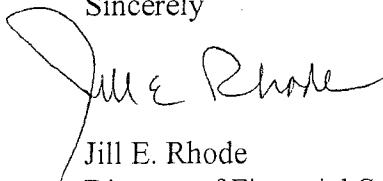
The State of Michigan, the City of Lansing and the City of East Lansing are all using Sparrow Occupational Health. The Benefit office has spoken to both Cities and they are very pleased with the service they are receiving.

We are recommending that effective immediately, we begin directing all employees with non-emergency injuries to Sparrow Occupational Health. (Emergency injuries have and will continue to be directed to the closest hospital.) We will also begin the request for a proposal process to select a new vendor and award a contract for the two years beginning October 1, 2010.

We understand this is an unusual request but when the health and safety of our employees is involved it is imperative we provide the best service available.

Please contact me if you have any questions or wish to discuss.

Sincerely



Jill E. Rhode
Director of Financial Services