

CHAIRPERSON  
MARC THOMAS

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
STEVE DOUGAN

COUNTY SERVICES COMMITTEE  
DEB NOLAN, CHAIR  
DEBBIE DE LEON  
DALE COPEDGE  
TIM SOULE  
MARK GREBNER  
MIKE SEVERINO

## ***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, DECEMBER 2, 2008 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [November 10](#) and [18, 2008](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews
  - a. Youth Commission
  - b. Fair Board
2. Drain Commissioner - Resolution Pledging Full Faith and Credit for the Prompt Repayment of Principal and Interest on the [Burgess and Branches](#) Drain Note 2008
3. Ingham County Agricultural Preservation Board
  - a. Resolution Approving Selection Criteria (Scoring System) for Ranking Landowner Applications to the [Ingham County Farmland Preservation](#) Program and Authorizing the Ingham County Agricultural Preservation Board to Proceed with the 2009 Purchase of Development Rights Application Cycle
  - b. Resolution Authorizing a Contract Extension with [Sheridan Land Consulting](#) to Provide Technical Assistance to the Ingham County Agricultural Preservation Board
4. Equalization/Remonumentation Committee
  - a. Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and Appoint [Douglas A. Stover](#) as County Grant Administrator for the 2009 Remonumentation Project
  - b. Resolution to Contract with [Ronnie M. Lester](#) as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project In 2009
5. County Services Committee
  - a. Resolution Honoring [Dr. Martin Luther King, Jr.](#)
  - b. Resolution Honoring [Janette Smith](#)
  - c. Resolution Honoring [Brad R. Fouch](#)

- d. Resolution Honoring [Vicci Marrero](#) Knowlton
  - e. Resolution Honoring [Albert Le Blanc](#)
6. Controller's Office
- a. Resolution Amending the County's [Cell Phone Usage](#) and Reimbursement Policy
  - b. Resolution Authorizing Adjustments to the [2008 Ingham County Budget](#) and Authorizing the Controller/Administrator to Make Year End Budget Adjustments

Announcements  
Public Comment  
Adjournment

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DEVICES OR SET TO MUTE OR VIBRATE TO AVOID  
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## **COUNTY SERVICES COMMITTEE**

November 10, 2008

### **Minutes**

Members Present: Deb Nolan, Debbie DeLeon, Dale Copedge, Tim Soule and Board Chairperson Marc Thomas

Members Absent: Mark Grebner and Mike Severino

Others Present: Becky Bennett, Tony Lindsey, Willis Bennett, Jim Hudgins, Stacy Byers, Paul Kindel and Laura Davis

The meeting was called to order by Chairperson Nolan at 7:04 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

#### Approval of the October 21, 2008 Minutes

MOVED BY COMM. DELEON, SUPPORTED BY COMM. SOULE, TO APPROVE THE OCTOBER 21 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Absent: Comms. Copedge, Grebner and Severino

#### Additions to the Agenda

3. Human Resources Department – FOP Animal Control Grievance – Item pulled from the agenda.

Limited Public Comment: None

1. Interviews
  - a. Potter Park Zoo Board

(Comm. Copedge arrived at 7:07 p.m.)

The Committee interviewed the following applicants for the Potter Park Zoo Board:

Kevin Hile  
Judith Hickman

Ms. Bennett informed the Committee that Ms. Gonzales could not be here tonight but she is still interested in serving on this Board.

- b. Economic Development Corporation

The Committee interviewed the following applicants for a position on the Economic Development Corporation Board:

Earl Van Riper  
Ganesh Reddy

Elizabeth Beal – Ms. Beal was not present this evening.

Ms. Bennett informed the Committee that Mr. McEvoy could not be here tonight because of a family illness. She also said the applicant wants to be on a different board.

2. Ingham County Agricultural Preservation (ICAP) Board

a. Discussion Item – Request for Office Space

Chairperson Nolan asked if space has been set aside for the ICAP Board. Mr. Myers said the Facilities Department is looking for space for them. Ms. Byers said since the Millage passed, the ICAP Board feels it should have a presence in a County facility. Mr. Myers said staff is looking for a desk with a small conference room. He then stated there may be room in the Extension Office in the Hilliard Building. Ms. Byers will be asked to look at possible office space and then we will ask the ICAP Board to develop a budget for the space.

b. Resolution Authorizing the Ingham County Agricultural Preservation Board's 2009 Budget

MOVED BY COMM. DELEON, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY AGRICULTURAL PRESERVATION BOARD'S 2009 BUDGET.

Chairperson Nolan said the Budget looks reasonable.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Grebner and Severino

The Committee held a brief discussion regarding the upcoming ranking process from the ICAP Board.

4. Purchasing Department – Resolution Amending the Ingham County Purchasing Policies

Chairperson Nolan said she could not identify the amended language in the Resolution. Mr. Hudgins said the sixth WHEREAS paragraph was added to the Resolution. Pages three and four were also added. These pages contain the Ingham County's Purchasing Protocols. Mr. Myers said everyone thought it would be good to include this language in the Resolution. Mr. Hudgins explained that his Office always follows the direction in the language added to the Resolution. The language was taken from the Office's boiler plate.

Comm. DeLeon said the Resolution Amending the Ingham County Purchasing Policies does not contain her recommended changes. Mr. Eastwood's, IBEW Local 665, and Mr. McCastle's, Local 1004, recommended changes also are not in this Resolution. Comm. DeLeon also said she previously indicated that she understands the County should have an umbrella policy; however, an umbrella policy needs to reference a more specific construction policy.

Comm. DeLeon stated the Fairgrounds project is still not completed due to complications. Mr. Myers said the sewer lines issue was resolved without using the budgeted funds. Comm. DeLeon said a policy should include penalties and enforcement. We need to protect our County residents.

Comm. Copedge asked if Mr. Eastwood, Mr. McCastle and our staff exchanged information and worked well during their recent meeting. Mr. Hudgins said he thought the meeting went very well. He does not believe tonight's document addresses their issues regarding prequalification language for construction vendors. Comm. Copedge asked why tonight's Resolution does not include this language. Mr. Hudgins said he listened to this Committee's recommendations for this Resolution. He then stated he understood that this Committee wants an umbrella policy for construction projects.

Comm. DeLeon said Comm. Grebner wanted the umbrella policy. This Committee has hammered this issue and that we want something all parties can approve. Mr. Hudgins said he will do what this Committee wants.

Board Chairperson Thomas said this Committee, the democratic caucus or the Board of Commissioners should come to an agreement in this matter. This Committee is sending mixed signals to our staff. Comm. DeLeon said this Resolution does not contain any of her recommendations. Board Chairperson Thomas said this issue should be discussed by the democratic caucus. Staff needs clear direction from the Board of Commissioners. Comm. Grebner and Comm. DeLeon have both provided clear direction, but their directions are different.

Comm. Copedge said this Committee's instruction was that staff should use the two previous resolutions during their discussion with Mr. Eastwood and Mr. McCastle. Our discussion indicated it would be a good idea to have an umbrella policy for 95% of our contracts. The County also needs a different policy for construction contracts. This is an issue for this Committee, not the democratic caucus.

Comm. Copedge suggested this item should be tabled while the parties work further and staff should bring this Committee something it can work with and approve. He then asked if this current Resolution contains enforcement language.

Mr. Myers addressed the Fairground project. He said the problems are not due to actions of our staff. He believes the contractor is following our directions. Mr. Myers then said he believes the problem involves the project inspector. Comm. DeLeon asked staff to determine if the inspector is from the State of Michigan.

Board Chairperson Thomas said he does not know how to proceed on this item. Individual Commissioners are giving staff specific directions and other Commissioners are providing different directions. The Committee may need to vote on both of the Resolutions before it can proceed further.

Chairperson Nolan said this Committee is berating Mr. Hudgins. Mr. Hudgins provided this Committee with the information it requested at its previous meeting. She then said this Committee may need to hold a separate meeting to hold our bidding process discussion and then vote it up or down. This Committee needs to provide clear direction to our staff. Chairperson Nolan suggested this Committee should continue this discussion during a democratic caucus meeting.

The Committee recessed at 8:01 p.m.

Chairperson Nolan called the meeting back to order at 8:08 p.m.

Comm. Soule commended staff for laying down the framework for tonight's discussion. He then stated his concern that recently there have been two instances with construction projects. Comm. Soule said he is leaning toward two separate policies. One of the policies should deal specifically with construction projects.

Comm. DeLeon stated some of Mr. Eastwood's issues regarding enforcement and penalties are not included in tonight's Resolution. The first THEREFORE BE IT RESOLVED paragraph does not address enforcement and penalties for contractors who do not disclose all material factors and information that may affect the County's project.

Chairperson Nolan asked Comm. DeLeon if she would like to work with staff on this language. Comm. DeLeon stated she would be happy to work with staff. Mr. Myers stated the second BE IT FURTHER RESOLVED paragraph addresses the penalties if a contractor does not disclose pertinent information. If a contractor does not provide such information, the Board of Commissioners has the authority to revoke such contract. Comm. DeLeon said the Resolution should say that if a contractor crosses a line in this matter, that company will not work for the County again, no matter what name the company uses in the future.

Board Chairperson Thomas said it would be good to have this Committee on the same page before this Resolution reaches the Board floor.

(Board Chairperson Thomas left the meeting at 8:21 p.m.)

Mr. Myers stated staff will add another WHEREAS paragraph to the Resolution that addresses construction projects. He then asked what protocols this Committee wants in the policy. Comm. DeLeon stated the protocols should include prequalification, penalties and state recognized ratios.

Comm. Copedge asked Mr. Hudgins if he has looked at prequalification documents from other counties. Mr. Hudgins said he has looked at this language from other counties within and out of this state. Those documents are similar to Mr. Eastwood's document. Comm. Copedge asked Mr. Hudgins for his preference. Mr. Hudgins said he would prefer that a prequalification process should be applied to new constructions projects.

MOVED BY COMM. DELEON, SUPPORTED BY COMM. SOULE, TO HAVE COMM. DELEON WORK WITH THE STAFF TO PROVIDE CLEAR INSTRUCTIONS FOR THIS MATTER AND TO INCLUDE SEPARATE PROTOCOLS FOR CONSTRUCTION PROJECTS FOR THIS COMMITTEE TO APPROVE. MOTION CARRIED with Comm. Nolan abstaining. Absent: Comms. Grebner and Severino

5. County Services Committee – Resolution Expanding the Road Commission (Referred back from the Board of Commissioners' October 28, 2008 Meeting.)

MOVED BY COMM. SOULE TO APPROVE THE RESOLUTION EXPANDING THE ROAD COMMISSION. MOTION DIED due to lack of support. Absent: Comms. Grebner and Severino.

Chairperson Nolan stated this item is tabled until this Committee's November 18, 2008 meeting.

Announcements:       None  
Public Comment:       None

The meeting adjourned at 8:31 p.m.

Respectfully submitted,

Debra Neff

## COUNTY SERVICES COMMITTEE

November 18, 2008

### Minutes

Members Present: Deb Nolan, Debbie DeLeon, Dale Copedge, Tim Soule, Mark Grebner, Mike Severino and Board Chairperson Marc Thomas

Members Absent: None

Others Present: Matthew Myers, Tony Lindsey, Becky Bennett, Victor Celentino, Mary Sabaj, Willis Bennett, Susan O'Shea, Dianne Holman, Randy Bell, Marcus Cheatham, Eric Schertzing, Jim Hudgins, Lynette Long, Laura Davis, Brian McGrain, Carol Koenig and others

The meeting was called to order by Chairperson Nolan at 7:03 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

#### Additions to the Agenda

- 11a. Resolution Honoring Paula Johnson
- 11b. Resolution Honoring Rachel Blackledge
- 7. MIS Department – Discussion Regarding Technology Collaboration with Other County Agencies – The Department will report to this Committee in January 2009.

Limited Public Comment: None

(Comm. Severino arrived at 7:06 p.m.)

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

- 2. Ingham County Treasurer – Resolution to Provide Funding for Low Income Tax Preparation
- 3. Ingham County Medical Care Facility/Department of Human Services Board – Resolution Authorizing an Expansion of the Ingham County Medical Care Facility
- 4. Community Corrections Advisory Board – Resolution Authorizing the Community Corrections Screening and Referral Specialist Part-Time Position to be Converted to a Three-Quarter Time (3/4) Position
- 5. Ingham County Parks & Recreation Commission
  - a. Resolution Providing an Update of the “Friends of Ingham County Parks” Fundraising Efforts Towards the Matching Funds for the Lake Lansing Park North Land Acquisition Grant



- b. Resolution Authorizing the Jail Alternative Sentencing Program Budget
- c. Resolution Changing the Position of Parks Manager III to Parks Manager II
- 6. Health Department
  - a. Resolution to Authorize a Purchase Order Utilizing Remaining Susan G. Komen Detroit Cure, Inc. Grant Funds and Extend the Grant Period
  - b. Resolution to Authorize the Continuation of a Memorandum of Agreement and Grant from the Corporation for National and Community Services
- 8. Purchasing Department
  - a. Resolution Authorizing Entering into a Contract with Lansing Ice & Fuel Company to Supply Fuel for County-Owned Vehicles and Equipment
- 11. Board of Commissioners
  - a. Resolution Honoring Paula Johnson
  - b. Resolution Honoring Rachel Blackledge

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Soule

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.  
Absent: Comm. Soule

1. Interviews – Ingham County Road Commission

The Committee interviewed the following applicants for a position on the Ingham County Road Commission:

Larry David	Dusty Fancher
Norman Grant	Hugh Leach
Norman Gear	Tom Mitchell
James Dravenstatt-Moceri	Tom Soule

The Committee recessed at 8:56 p.m.

Chairperson Nolan called the meeting back to order at 8:59 p.m.

8b. Discussion – Living Wage Waiver – St. Vincent Catholic Charities

(Comm. Soule was present for this discussion.)

Comm. Copedge asked why St. Vincent Catholic Charities (SVCC) needs this additional waiver. Ms. Long explained that SVCC is working to bring employees who work directly on contract up

to living wage status since the waiver was originally granted. The number of employees who are not making living wage has been significantly reduced since the agency's living wage plan was implemented. Ms. McCisick stated some of the SVCC employees are low-skilled employees. Paying these employees the living wage would be too high if SVCC wants to maintain wage equity for the other positions. Ms. Long stated the positions that are receiving the living wages are case manager assistants and interpreters.

Comm. Grebner asked if SVCC has thought about changing the specific positions to require more skills to reach the living wage level. Ms. Long said the interpreters are previous refugees.

Commissioner-Elect Davis said the interpreter is a key position that does not have consistent hours. She then asked if there are any positions that could be changed to interns. Ms. Long explained the interns and volunteers are not consistent, there are times when they do not show up for scheduled hours.

Comm. Copedge asked for the going rate for an interpreter. Ms. McCisick said interpreters are paid approximately \$10 per hour.

Chairperson Nolan asked if SVCC will meet the living wage requirements at the end of the waiver if this Committee approves the request. Ms. Long said she does not know if their positions will be up to the living wage level due to their budget situation. Ms. McCisick said SVCC has to be fair in paying their employees. She further said SVCC has not approved its 2009 budget yet. This is a difficult question to answer.

Comm. DeLeon said she thought the first waiver was granted so SVCC could have time to bring their employees up to the living wage level. Ms. McCisick said she was present during that waiver discussion. At that time, many of the positions were not in line with the market. Presently, SVCC feels that all of their positions are in line with the market. SVCC is making strides to meet the requirements of the County's Living Wage Policy. SVCC is making an attempt to reach 100% compliance; however, it needs to ensure that all its employees are paid equitably.

The Committee discussed this item further. Comm. Soule asked what would happen to SVCC if the waiver is not granted. Ms. Long stated their refugee program would fail.

Comm. DeLeon said SVCC is the only agency that has requested a waiver. This Committee granted their waiver because SVCC said they would bring their employees up to the Living Wage Policy requirements. This Committee applauded SVCC for trying to meet the Policy requirements. The Board of Commissioners requires the Living Wage Policy because it is Ingham County tax dollars.

Comm. Soule asked what will happen with the SVCC if the Committee grants this waiver. Ms. Long said the extension will allow them to revisit their board to determine how they will meet this Policy. SVCC will make every effort to meet the Policy requirements while maintaining consistency.

Commissioner-Elect Koenig asked if it would be fair to grant SVCC one more waiver if this Committee will not grant another waiver ever. Ms. McCisick said she does not know how to respond to that question.

Comm. Copedge asked if SVCC ever turns away refugees. Ms. Long said they cannot turn away refugees if SVCC accepts funds for the specific refugees. SVCC turned away one refugee last year. Comm. Copedge asked who would help the refugees if SVCC turns them away. Ms. Long said Sparrow Hospital has a system to help the refugees. The entire community has tried to come together to develop grant funds to have a community-wide interpreter phone system. This takes time.

Comm. Copedge asked how many contracts the SVCC has for employees. Ms. Long said SVCC contracts with eight employees. The employee's hours depend on the need for their service. Each employee works an average of 20 hours per week.

Commissioner-Elect McGrain asked what percentage of the budget would need to be raised to meet the Policy requirements. Ms. Long said the budget would need to be raised about \$52,240 to meet the Policy requirements. SVCC's total grant is \$135,000. Comm. DeLeon asked if there are federal dollars for refugees who are referred to the Lansing area. Ms. McCisick said the federal government budgets approximately \$2 million for this service. This grant pays a portion of the interpreter salaries and a health coordinator position. Ingham County funds approximately 7% of their budget.

**MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE REQUEST TO WAIVE THE LIVING WAGE POLICY FOR ST. VINCENT CATHOLIC CHARITIES THROUGH DECEMBER 31, 2011.**

Chairperson Grebner said in 2003 he argued that this situation would occur when the Living Wage Policy was approved by the Board of Commissioners. The County should not out-source maintenance and security positions. This type of agency employs people who are slightly above the level of the people they assist. Comm. Grebner said he is opposed to meddling in something where people are trying to provide a service to County residents. These agencies do not have nice phones or furniture and we are asking them to pay a living wage. This Committee should grant the waiver or ask staff to work out an exception for this type of agency.

Comm. Copedge asked what percentage of SVCC's budget is allowed for administration expenses and director salaries. Ms. McCisick said the entire agency budget is 13% of their budget for administrators. SVCC's auditors have said the average wage is about 25%.

Comm. Severino said he supports granting the waiver. The SVCC Director in 2003 said the SVCC supports the County's Living Wage Policy. Approximately two months after this statement, SVCC requested a waiver. Comm. Severino said he is concerned about this matter.

Comm. DeLeon responded to Comm. Grebner's statements above regarding the Living Wage Policy. She stated she remembered that the County would bring maintenance services in-house.

Comm. Grebner said his Resolution indicated the County would not outsource low-wage jobs to people who pay less than the County's scale. That Resolution failed in this Committee. Comm. DeLeon said one of the reasons why she supported the Policy was because she does not want to use tax payer dollars to pay low wages. If people are financially self-sufficient, they will not need public dollars.

Commissioner-Elect McGrain said he sympathizes with non-profit agencies. Wages are woefully low in non-profit jobs. He then applauded the County for trying to raise those wages. Commissioner-Elect McGrain also said he does not understand why the County has one Policy regarding wages. The County should re-examine the current Policy to determine if it meets our goal.

Commissioner-Elect Koenig said she is surprised there is only one agency that is requesting a waiver. She then asked why the County should require that agency to pay higher wages. The agency could re-examine its budget to see where they can make changes in order to meet the requirements of the Policy.

Commissioner Davis said she fully supports the Living Wage Policy. At the same time, non-profit agencies are underfunded. If non-profits increase their wages, it may affect their ability to receive grants. The County should make an exception for non-profit agencies. Those agencies are valuable to our country.

Comm. Copedge stated he supports the Living Wage Policy; however, he will take the SVCC's intent into consideration. Comm. DeLeon asked how the SVCC was awarded the contract with the County. Mr. Myers said SVCC contracts with the Ingham County Health Department. Comm. DeLeon also asked the amount of the contract for the past three years. Mr. Myers said the contract amount has remained the same during that time period. He also explained the funds are federal funds, not County General Fund dollars.

Chairperson Nolan said she has toured the SVCC and she is very familiar with the services they provide to our residents.

Comm. DeLeon said she doesn't know if the Policy is specific regarding pass-through funds. Chairperson Nolan said the Board of Commissioners will review the Policy in 2009.

**MOTION CARRIED UNANIMOUSLY.**

9. Controller's Office – Resolution to Amend the 2008 Fair Fund Budget

**MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE RESOLUTION TO AMEND THE 2008 FAIR FUND BUDGET.**

Comm. DeLeon asked for an explanation regarding the Fair project. Mr. Edman said part of the problem was due to a down turn in organizations for the 2008 Fair. He then distributed a 2007-

2008 Fairground Projects list to the Committee for its review. The projects have been completed since his tenure with the County. Mr. Edman also stated there is a budget deficit during the off season. The Fair usually makes up for the off season deficit. He then explained his projects exceeded the revenue received from the Fair. Mr. Edman said some of the projects were funded through line items and others were capital improvements. He stated he is proud of the improvements but he will scale back his projects for 2009.

Comm. Copedge asked Mr. Edman to review the Project list. Mr. Edman reviewed the list and said he believes the projects were necessary. Comm. Copedge asked Mr. Edman to use hindsight and state which projects he would not have started. Mr. Edman said the Fair could have done without the \$15,000 lawn mower and the vacuum cleaner.

Commissioner-Elect Davis asked if the projects will help the Fair to secure more Fair shows. Mr. Edman said he believes the improvements lead to more shows during the off season.

Comm. Copedge said he now feels comfortable with the Resolution because Mr. Edman addressed this Committee's questions adequately.

Chairperson Nolan asked if there is a chance the Contingency Funds for this Resolution will be paid back. Mr. Myers said the inmate phone system requires the larger portion of the Contingency Fund appropriation. This Resolution will bring the Contingency Fund down to approximately \$27,000. He also stated our new Financial Services Director is working very well. Mr. Myers said Mr. Edman's charge is to reduce the 2009 budget. This appropriation will not be paid back and staff will ensure that the reserve is increased.

**MOTION CARRIED UNANIMOUSLY.**

**10. County Services Committee – Resolution to Expand the Size of the Ingham County Road Commission**

Comm. Soule excused himself from the meeting since he is an applicant for the Road Commission Board.

Chairperson Nolan explained Version I does not include a salary decrease. Version II reduces the salary.

**MOVED BY COMM. GREBNER TO APPROVE VERSION II – RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION AS FOLLOWS:**

**THEREFORE BE IT RESOLVED PARAGRAPH WILL INCREASE THE MEMBERSHIP FROM THREE MEMBERS TO FIVE MEMBERS.**

**2<sup>ND</sup> BE IT FURTHER RESOLVED PARAGRAPH INDICATES A SALARY LEVEL OF \$5,460.**

4<sup>TH</sup> BE IT FURTHER RESOLVED PARAGRAPH WILL REDUCE THE CURRENT \$9,100 SALARY TO \$5,460.

MOTION DIED due to lack of support. Absent: Comm. Soule

MOVED BY COMM. DELEON, SUPPORTED BY COMM. GREBNER, TO APPROVE VERSION I – RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION AS FOLLOWS:

THEREFORE BE IT RESOLVED PARAGRAPH WILL INCREASE THE SIZE OF THE ROAD COMMISSION FROM THREE MEMBERS TO FIVE MEMBERS.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NOLAN, TO AMEND THE ABOVE MOTION TO STRIKE THE \$9,100 SALARY IN THE THIRD BE IT FURTHER RESOLVED PARAGRAPH AND TO REPLACE IT WITH \$5,460; AND TO STRIKE THE \$35 PER DIEM AND REPLACE IT WITH THE CURRENT BOARD OF COMMISSIONER'S PER DIEM RATE OF \$60 IN THE THIRD BE IT FURTHER RESOLVED PARAGRAPH.

Comm. Grebner explained his proposed amendment. The Board of Commissioners has always paid the Road Commissioners too much. The Road Commissioners used to be paid the same level as the Board of Commissioners. This changed and he does not know why. All other bodies are paid a \$60 per diem. His proposed amendment is an effort to make the Road Commission consistent with everyone else.

Chairperson Nolan said there is a BE IT FURTHER RESOLVED paragraph in Version II that is missing from Version I. She then stated the two current Road Commissioners must continue to receive the same rate. Chairperson Nolan asked if the current Road Commissioners will continue to receive the \$35 per diem or the \$60 per diem. Comm. Grebner said the current Road Commissioners would be paid \$9,100 per year and would receive a \$60 per diem.

The Committee continued their discussion of this item. Mr. Myers stated the Road Commission meets 24 times per year and they are paid an annual salary of \$9,100. Comm. Copedge asked if the Road Commissioners will have reduced responsibilities if their salaries are reduced. Chairperson Nolan said that matter will be determined by the Road Commission. Comm. Grebner said the Road Commission adopts its own rules.

Comm. Copedge asked if the Road Commission has authority to remove Road Commissioners. Comm. Grebner explained the Road Commissioners may remove a member for misconduct. Comm. Severino said he is in favor of paying the Road Commissioners the same as the Board of Commissioners. He also said it's unfortunate that the Board of Commissioners cannot reduce the salaries of the current Road Commissioners.

COMM. GREBNER WITHDREW HIS FIRST MOTION TO AMEND THE MAIN MOTION.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEVERINO, TO AMEND THE MAIN MOTION AS FOLLOWS:

THE RESOLUTION WILL INCLUDE LANGUAGE WHICH INDICATES THE ROAD COMMISSIONERS SALARY (\$5,460) AND PER DIEM (\$60) WILL TAKE EFFECT JANUARY 1, 2013.

In response to Comm. Severino's statement above, Mr. Myers said the County Attorney advised that the Board of Commissioners cannot lower the current Road Commissioners' salaries.

Comm. DeLeon said the Road Commissioners should maintain contact, accessibility with the various townships, travel the County's roads and understand the needs of each township. She then expressed her concern that the Road Commissioners' salaries will be reduced and the members will maintain their current responsibilities. Road Commissioners perform many duties which are not compensated. Comm. Copedge said he is torn between lowering the wages and maintaining the current wages. How low should the salary be reduced?

Comm. Grebner explained the Board of Commissioners can establish rules, but the Road Commission may change those rules. The proposed motion does not reduce the salary level until 2013. The Board of Commissioners could adopt separate rules for per diems as they are defined by the Board.

Commissioner-Elect McGrain asked if the current Road Commissioners' responsibilities will be reduced if the membership is increased from three members to five members. Comm. Grebner said increasing the membership may increase the work load. Comm. Severino said the actual work load should decrease with the additional members.

Comm. Grebner said staff will revise the amendment language for the Finance Committee meeting.

MOTION TO AMEND: CARRIED with Comms. DeLeon and Copedge voting No.  
Absent: Comm. Soule

MAIN MOTION AS AMENDED: CARRIED with Comms. DeLeon and Copedge voting NO.  
Absent: Comm. Soule

Announcements:

Chairperson Nolan invited the Commissioners to a victory party she is hosting at her home on November 29, 2008 at 6:30 p.m.

Public Comment:      None

The meeting adjourned at 10:51 p.m.

Respectfully submitted,  
Debra Neff

RESOLUTION STAFF REVIEW

DATE November 24, 2008

**Agenda Item Title:** Resolution Pledging Full Faith and Credit for the Prompt Repayment of Principal and Interest on the Burgess and Branches Drain Note 2008

**Submitted by:** Drain Commissioner

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:** This resolution will allow the Drain Office to borrow money with the full faith and credit of the County. The purpose of the loan is to make maintenance improvements to the Burgess and Branches Drain.

**Financial Implications:** The note for the loan will be \$677,000 and will be a fifteen year note with assessments on those properties that benefit from the Burgess and Branches Drain. This will include the Road Commission, Ingham County, Delhi Township and residents. Ingham County's share for the improvement will add approximately \$5,092.00 for the Drain at Large Fee. This is based on a note not to exceed 4% and non-appeal of the special assessments. By using the full faith and credit of the County, a lower interest rate for the loan will be realized.

**Other Implications:** This will greatly improve the water flow in the "Keller Ridge" area of Delhi Township and eliminate water retention in the yards for many residents.

**Staff Recommendation:** MM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_  
Staff recommends approval of the resolution.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT FOR THE PROMPT  
REPAYMENT OF PRINCIPAL AND INTEREST ON THE BURGESS AND BRANCHES  
DRAIN NOTE 2008**

WHEREAS, proceedings have been taken by the Ingham County Drain Commissioner for the maintenance and improvement of the Burgess and Branches Drain under the provisions of Chapter 8 of the Michigan Drain Code of 1956, as amended, pursuant to a petition filed with the Ingham County Drain Commissioner ("Drain Commissioner"); and

WHEREAS, pursuant to said proceedings, a special assessment roll has been prepared and confirmed by the Drain Commissioner in the aggregate principal amount of \$677,000, being the total amount to be financed for the project, which special assessments shall be made payable over a period of fifteen (15) years, and shall be payable from the lands benefited according to apportionments made by the Drain Commissioner pursuant to Act 40 of the Public Acts of Michigan, 1956, as amended; and

WHEREAS, the Drain Commissioner by order will authorize and provide for the issuance of the Note by the Burgess and Branches Drain Drainage District ("Drainage District") payable from the collection of special assessments against the Township of Alaiedon at-large, the Township of Delhi at-large, the County of Ingham at-large and the benefited lands within the Drainage District; and

WHEREAS, said Note is designated as the BURGESS AND BRANCHES DRAIN NOTE 2008, (the "Note") in the aggregate principal amount not to exceed Six Hundred Seventy-seven Thousand Dollars (\$677,000), to bear interest at a rate or rates to be hereafter determined but, in any event, not exceeding six percent (6.0%) per annum maturing serially as hereafter determined, in anticipation of the collection of an equal amount of special assessments against property and public corporations in the Drainage District; and

WHEREAS, said Drain has been determined to be necessary for the public health, convenience or welfare of the County of Ingham and it is in the best interest of the County that the Note be issued; and

WHEREAS, the Drain Commissioner deems it advisable and necessary to obtain from this Board a resolution consenting to pledge the full faith and credit of the County of Ingham on the Note.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham:

1. That pursuant to the authorization contained in said Section 276, of Act 40, Public Acts of Michigan, 1956, as amended, in consideration of the public health and welfare of the County of Ingham, the Board of Commissioners of the County of Ingham does hereby irrevocably pledge the full faith and credit of the County of Ingham for the prompt payment of principal and interest on the Note, and does agree that in the event that the property owners or

public corporations in the Drainage District shall fail or neglect to account to the Treasurer of the County of Ingham for the amount of any special assessment installment and interest, when due, then the amount thereof shall be immediately advanced from County funds and the County Treasurer is directed to immediately advance such payment to the extent necessary.

2. That in the event that, pursuant to said pledge of full faith and credit, the County of Ingham advances out of County funds, all or any part of said installment and interest, it shall be the duty of the County Treasurer, for and on behalf of the County of Ingham, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

3. That all resolutions and part of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same are hereby rescinded.

**AGENDA ITEM 3a**

**RESOLUTION STAFF REVIEW**

**DATE** November 12, 2008

**Agenda Item Title:** Resolution Approving Selection Criteria (Scoring System) for Ranking Landowner Applications to the Ingham County Farmland Preservation Program and Authorizing the Ingham County Agricultural Preservation Board to Proceed with the 2009 Purchase of Development Rights Application Cycle

**Submitted by:** Ingham County Agricultural Preservation Board

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

**Summary of Proposed Action:**

This resolution approves selection criteria for ranking landowner applications to the Ingham County Farmland Preservation Program, and authorizes the Ingham County Agricultural Preservation Board to proceed with the 2009 Purchase of Development Rights (PDR) application cycle. The Ingham County Agricultural Preservation Board recommends the County Board of Commissioners adopt the Selection Criteria developed by the Agricultural Preservation Board as set forth in the PDR Ordinance passed July 27, 2004. These criteria will allow the Agricultural Preservation Board to rank and prioritize landowner applications to the purchase of development rights program. The Agricultural Preservation Board will begin to implement the Purchase of Development Rights Ordinance in 2009, now that a funding source is in place.

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

**Financial Implications:**

There may be some future costs associated with hosting the 2009 PDR application cycle, mainly related to postage and copying. Those costs are included in the 2009 budget.

**Other Implications:**

The Ingham County Agricultural Preservation Board's PDR program has been qualified with the State of Michigan Farmland Preservation Program.

**Staff Recommendation:** MJM  X  JN \_\_\_\_ TL \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_

Staff recommends approval of this resolution.

**AGENDA ITEM 3a**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING SELECTION CRITERIA (SCORING SYSTEM) FOR RANKING LANDOWNER APPLICATIONS TO THE INGHAM COUNTY FARMLAND PRESERVATION PROGRAM AND AUTHORIZING THE INGHAM COUNTY AGRICULTURAL PRESERVATION BOARD TO PROCEED WITH THE 2009 PURCHASE OF DEVELOPMENT RIGHTS APPLICATION CYCLE**

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

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

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

WHEREAS, Ingham County's Purchase of Development Rights Program has now qualified for the State Farmland Preservation Program; and

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

WHEREAS, the Ingham County Agricultural Preservation Board now has funding in place to begin implementing the Purchase of Development Rights Ordinance in 2009; and

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

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Agricultural Preservation Board to proceed with the 2009 Purchase of Development Rights (PDR) application cycle.

Ingham County Agricultural Preservation Program  
Selection Criteria for Protection of Farmland  
A System for Ranking Applications

**Criteria are divided into four main sections**

Agricultural Characteristics	(72 points)
Development Pressure	(36 points)
Additional Ag Protection Efforts	(40 points)
Other Criteria	(30 points)

**AGRICULTURAL CHARACTERISTICS (72 POINTS)**

**1) Agricultural Productivity**

**Maximum Points: 20**

Soil Classification Groupings according to USDA-NRCS based on yields (in bushels).

Group 1 – Group 2 (potential 130+ bu corn yields and 50+ bu soybean yields)	20 points
Group 3 – Group 4 (potential 110-129 bu corn yields and 40-49 bu soybean yields)	15 points
Group 5 – Group 6 (potential 90-109 bu corn yields and 30-39 bu soybean yields)	10 points
Group 7 – Group 8 (potential 70-89 bu corn yields and 20-29 bu soybean yields)	5 points
Group 9 – Group 10 (potential 50-69 bu corn yields and 10-19 bu soybean yields)	0 points

*Example: 70% of parcel has Group 2 soils x 20 pts = 14 points*

*30% of parcel has Group 3 soils x 15 pts = 4.5 points*

*Total points = 18.5*

**2) Size of Parcel (s)**

**Maximum Points: 25**

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

*Example: Parcel size is 150 acres;  $150 \times 0.125 = 18.75$*

*Example: Parcel is 85 acres;  $85 \times 0.125 = 10.63$*

*Example: Parcel is 350 acres; 25 points, the maximum possible*

*Example: Parcel is 32 acres; (0 points for parcel less than 39.99 acres)*

**3) Additional Agricultural Income**

**Maximum Points: 5**

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

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

**4) Enrollment in the Farmland and Open Space Preservation Act (PA 116)**

**Maximum Points: 10**

If only a percentage of the parcel is enrolled, then the percentage is multiplied by the maximum number of points (10) to result in a point's value.

Enrolled in PA 116 10 points

Not enrolled in PA 116 0 points

*Example: Two adjacent 50 acre parcels are submitted as part of the same application by the same landowner. Only one 50 acre parcel is currently enrolled (50%). Total Points = 5 points*

## AGENDA ITEM 3a

### 5) Proximity to Existing Livestock Farms

**Maximum Points: 5**

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

Parcel is contiguous to an existing livestock operation 5 points

Parcel is located between 0.5 miles and 1 mile of an existing livestock operation 3 points

Parcel is located further than 1 mile from an existing livestock operation 0 points

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

### 6) Amount of undeveloped land in the surrounding area

**Maximum Points: 7**

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

75 % or more of the surrounding area is undeveloped land 7 points

50% or more but less than 75% of the surrounding area is undeveloped land 5 points

25% or more but less than 50% of the surrounding area is undeveloped land 2 points

Less than 25% of the surrounding area is undeveloped land 0 points

### **DEVELOPMENT PRESSURE (36 POINTS)**

### 7) Proximity to Existing Public Sanitary Sewer or Water, or both

**Maximum Points: 10**

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

Less than one-half (1/2) mile from sewer or water 0 points

One-half (1/2) mile or more but less than 1 mile 5 points

One (1) mile or more but less than 2 miles 10 points

Two (2) miles or more but less than 5 miles 8 points

More than 5 miles 6 points

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

### 8) Development Activity in Township

**Maximum Points: 3**

Townships will be in one of four ranked groups of four townships each. The top four townships in terms of number of building permits issued by a township will be placed in the highest ranked group. The remaining three groups of townships will be formed similarly. Parcel located in the group of townships with the highest number of new building permits 3 points

Parcel located in the group of townships with the second highest number of new building permits 2 points

Parcel located in the group of townships with the third highest number of new building permits 1 point

Parcel located in the group of townships with the lowest number of new building permits 0 points

Parcel located in a city or village 0 points

*Example: Parcel is located within a township that falls into the group of townships which has the second largest tier of new building permits. Total points = 2 points.*

### 9) Proximity to designated population centers (as defined by Tri-County Planning; The Growth Project) in Ingham County

**Maximum Points: 8**

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

Farm boundary is 2 miles from population center 8 points

Farm boundary is 3 miles from population center	6 points
Farm boundary is 4 miles from population center	4 points
Farm boundary is 5 miles from population center	2 points
Farm boundary is more than 5 miles from population center	0 points
<i>Example: Farm is located 2 miles from "designated population center.</i>	<i>Total points= 8 points</i>

#### **10) Road Frontage (paved or gravel)**

**Maximum Points: 15**

Emphasis is placed on parcels with greater linear distance of road frontage, placing the farmland under a greater threat of fragmented development. Frontage can be gravel, paved, or both and must be adjacent to the subject parcel. Points are calculated using a multiplier factor of 0.0284 with a maximum of 15 points for 5280 feet (1 mile). Linear feet are divided by 10 then multiplied by 0.0284.

Road frontage of 5280 feet (1 mile) or more ( $5280/10 = 528 \times 0.0284 = 15.0$ )	15 points
Road frontage of 2640 feet (1/2 mile) ( $2640/10 = 264 \times 0.0284 = 7.5$ )	7.5 points
Road frontage of 1320 feet (1/4 mile) ( $1320/10 = 132 \times 0.0284 = 3.75$ )	3.75 points

*Example: Parcel has 1 mile of road frontage. Total points = 15 points*

### **ADDITIONAL AGRICULTURAL PROTECTION EFFORTS (40 POINTS)**

#### **11) Location to other protected property**

**Maximum Points: 20**

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

Parcel is adjacent to protected land	20 points
Parcel is not adjacent but within 1/2 mile of protected land	15 points
Parcel is not adjacent but within 1 mile of protected land	10 points
Parcel is not adjacent but within 2 miles of protected land	5 points

*Example: Parcel is adjacent to property under a permanent conservation easement = 20 points*

#### **12) Agricultural District Zoning**

**Maximum Points: 10**

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

Exclusive Agricultural District A-1; (Restricts residential development)	10 points
General Agricultural District A-2; (Rural residential zoning)	3 points
Non-Agricultural District	0 points

*Example: Parcel has been designated as an exclusive agricultural district, A-1 (maximum density 1 unit per 20 acres) under current zoning. Total Points = 10 points*

#### **13) Block Applications**

**Maximum Points: 10**

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

One or more landowners apply together to create 1000 or more contiguous acres	10 points
One or more landowners apply together to create 750 to 999 contiguous acres	8 points
One or more landowners apply together to create 500 to 749 contiguous acres	6 points

One or more landowners apply together to create 0 to 500 contiguous acres 0 points

*Example: Four landowners, with varying parcel acreage, submit a block-application of over 800 contiguous acres. (Each of the four landowners would receive 8 points for this section)*

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

#### **OTHER CRITERIA (30 POINTS)**

##### **14) Additional points based on matching funds**

**Maximum Points: 20**

0-24% donation

0 points

25% or greater donation

multiply by 0.4 (max. 20 points)

*Example 1: Landowner is willing to donate 25% of the development rights value*

$$(25 \times 0.4 = 10)$$

*Total Points = 10 points*

*Example 2: Landowner is willing to donate 50% of the development rights value.*

$$(50 \times 0.4 = 20)$$

*Total Points = 20 points*

*(The State Agriculture Preservation Fund Board states that a 25% local match is a priority for allocating matching funds to programs.) Donating a percentage of the easement value is considered a charitable gift donation by the IRS. Seek financial consultation from a CPA or professional advisor.*

##### **15) Additional Agricultural Characteristics**

**Maximum Points: 5**

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

Parcel has additional agricultural features

5 points

Parcel does not have additional agricultural features

0 points

##### **16) Michigan Agricultural Environmental Assurance Program (MAEAP)**

**Maximum Points: 5**

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

Farm is MAEAP verified

5 points

Farm is not MAEAP verified

0 points

#### **TOTAL POINTS POSSIBLE – 178**

*See preliminary information below*

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



**AGENDA ITEM 3b**

**RESOLUTION STAFF REVIEW**

**DATE** October 21, 2008

**Agenda Item Title:** Resolution Authorizing a Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Agricultural Preservation Board

**Submitted by:** Ingham County Agricultural Preservation Board

**Committees:** LE\_\_\_ JD\_\_\_, HS\_\_\_, CS\_\_X, Finance\_\_X

**Summary of Proposed Action:** This resolution authorizes a contract extension between Ingham County and Sheridan Land Consulting to provide technical assistance to the Ingham County Agricultural Preservation Board to implement the Purchase of Development Rights Ordinance.

The current contract with Sheridan Land Consulting will expire December 31, 2008. The Agricultural Preservation Board desires to continue the current arrangement with Sheridan Land Consulting through December 2009. The Agricultural Preservation Board will not be able to adequately implement the Purchase of Development Rights Ordinance without the extension of this contract for technical assistance.

Now that the Agricultural Preservation Board has a funding source, the consultant's scope of work will change from a focus on developing the purchase of development rights program to one of actual implementation and administration of the program. The proposed scope of services is attached.

**Financial Implications:** The amount of this contract for service will not exceed \$52,438, which is 5% of the estimated millage revenue. Funding for this contract is included in the 2009 budget.

**Other Implications:** This resolution is consistent with the Board of Commissioners' priority – Promoting Environmental Protection and Smart Growth.

**Staff Recommendation:** MJM\_\_X\_\_ JN\_\_\_ HH\_\_\_ TM\_\_\_ JC\_\_\_  
Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH SHERIDAN  
LAND CONSULTING TO PROVIDE TECHNICAL ASSISTANCE TO THE INGHAM  
COUNTY AGRICULTURAL PRESERVATION BOARD**

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

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

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

WHEREAS, the Board of Commissioners is under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland Purchase of Development Rights Ordinance through December 2008; and

WHEREAS, the Agricultural Preservation Board has recommended the contract with Sheridan Land Consulting to provide technical assistance be continued through December 2009; and

WHEREAS, funding for this contract is included in the 2009 Ingham County budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Sheridan Land Consulting in an amount not exceeding \$52,438, for technical assistance to the Ingham County Agricultural Preservation Board through December 31, 2009.

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

**1. Services to be performed by the Consultant.** The Consultant shall serve as a resource to the APB for implementing the provisions of the County Farmland Purchase of Development Rights (PDR) Ordinance. Specifically, the Consultant shall assist the APB in identifying and performing the actions to be taken to implement the PDR Ordinance, including:

- (i) serving as a general resource to the APB;
- (ii) attending APB meetings as requested;
- (iii) qualifying Ingham County townships for state funding from the state farmland PDR program;
- (iv) developing a ranking system each year for ranking all eligible parcels that are submitted to the APB;
- (v) developing an application form(s) for applying to the land preservation program;
- (vi) administering the application, selection, and monitoring processes for the program;
- (vii) developing a model (standard, prototype), recordable conservation easement(s);
- (viii) developing a monitoring system for conservation easements;
- (ix) developing an appraisal method(s) for conservation easements and establishing their cost;
- (x) acquiring the data needed to improve the selection criteria for ranking parcels and the appraisal method(s);
- (xi) assisting landowners with the application process through closing;
- (xii) negotiating conservation easement purchase and price on behalf of county;
- (xiii) coordinating all contactors through bidding, selecting and completing work;
- (xiv) overseeing the closing and recording of conservation easements;
- (xv) locating and informing the APB of funding sources for farmland and open space preservation by PDR available from local, state, and federal governments and private sources;
- (xvi) applying for funds for farmland and open space preservation by PDR available from local, state, and federal governments and private sources;
- (xvii) preparing information on the PDR program for distribution or presentation to landowners, the general public and stake holders;
- (xviii) working with the media to inform the public of the County PDR program;
- (xix) attending meetings, presentations, and other events relevant to the County PDR program;
- (xx) providing an annual report on the program to the County Commissioners; and
- (xxi) any other tasks assigned by the Ingham County Agricultural Preservation Board within the scope of the Purchase of Development Rights Ordinance.

**AGENDA ITEM 4a & b**

**RESOLUTION STAFF REVIEW**

**DATE** November 21, 2008

**Agenda Item Title:** Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and Appoint Douglas A. Stover as County Grant Administrator for the 2009 Remonumentation Project

*And*

Resolution to Contract with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2009

**Submitted by:** Equalization/Remonumentation Committee

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

**Summary of Proposed Action:** As part of the County's ongoing Remonumentation Project, annual adoption of the two attached resolutions is required. The first resolution approves entering into a grant with the Michigan Department of Labor and Economic Growth for continuation of the project, and reappoints Equalization Director Douglas A. Stover as the County's grant administrator.

The second resolution reappoints Ronnie B. Lester, as the County's representative for the project, and authorizes entering into a contract with Wolverine Engineers and Surveyors, Inc. for services as the County's surveyor for the project. All appointments and authorizations would continue in 2009 as they were in 2008. State laws require the resolutions to appoint a grant administrator and a county project representative.

**Financial Implications:** The total amount of grant funding to be received for the project in 2009 is \$93,903. The amount of the contract for services with Wolverine is not to exceed. The fees for Mr. Lester's services as the County's project representative shall not exceed \$13,440. Mr. Stover shall not receive additional compensation in his role as grant administrator.

**Other Implications:** It is the recommendation of the Ingham County Remonumentation Project Committee in concurrence with the Equalization and Purchasing Department to award this contract to Wolverine Engineers & Surveyors, Inc., who submitted the most responsive and responsible proposal \$72,463.

**Staff Recommendation:** MJM  X  JN \_\_ HH \_\_ 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.

**AGENDA ITEM 4a & b**

To: County Services and Finance Committees

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

Date: November 18, 2008

Subject: 2009 Remonumentation Grant

Attached are two resolutions.

The first resolution authorizes entering into the 2009 Survey and Remonumentation Grant with the Michigan Department of Labor and Economic Growth and appoints the County Grant Administrator. The appropriation amount for the 2009 grant will be \$93,903.

The second resolution appoints the County Representative and County Surveyor.

**AGENDA ITEM 4a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC GROWTH AND APPOINT DOUGLAS  
A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2009  
REMONUMENTATION PROJECT**

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

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

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Labor and Economic Growth will review Ingham County's 2009 Survey and Remonumentation Grant Application in the amount of \$93,903, and will be forwarding the 2009 Grant Agreement/Contract for execution; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Labor and Economic Growth for the purpose of receiving \$93,903 in grant funds, for the Ingham County Monumentation and Remonumentation Project in the year 2009.

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

BE IT FURTHER RESOLVED, that the Board Chairperson, County Clerk, and County Grant Administrator have the authority to sign said grant contract documents after approval as to form by the County Attorney.

**COUNTY OF INGHAM**  
**Purchasing Department**

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**121 East Maple Street**  
**Mason, Michigan 48854**  
**Telephone: 517-676-7307**  
**Fax: 517-676-7230**  
[jvalentine@ingham.org](mailto:jvalentine@ingham.org)

Recommendation to Enter Into Contract with Wolverine Engineers & Surveyors, Inc.

Project: Monumentation Surveyor for 2009

Proposal Summary:

Vendors Contacted: 27                      Local: 12  
Vendors Responding: 4                      Local: 2

Vendors notified by US Mail, advertisement in Lansing State Journal, The Chronicle, Lansing City Pulse and posted on the Ingham County Purchasing website.

The following firms submitted proposals:

<u>Firm</u>	<u>Requested Local Preference</u>
Boss Engineering Company	
Bumstead Land Surveys	
Ledy Survey Group, Inc.	Yes
Wolverine Engineers & Surveyors, Inc.	Yes

Recommendation: It is the recommendation of the Remonumentation Committee in concurrence with the Purchasing Department to award a contract to Wolverine Engineers & Surveyors, Inc. for the Monumentation Surveyor for 2009.

Janeil Valentine  
Purchasing Department  
517-676-7307

**AGENDA ITEM 4b**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE AND WOLVERINE ENGINEERS AND SURVEYORS, INC. FOR SERVICES AS MONUMENTATION SURVEYOR FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT IN 2009**

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

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

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

WHEREAS, Ronnie M. Lester, D.B.A. Polaris Surveying Company, was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan; and

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

WHEREAS, Wolverine Engineers and Surveyors, Inc. submitted a proposal to perform all of the monumentation services for 2009; and

WHEREAS, it is the recommendation of the Purchasing Department, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize a contract with Wolverine Engineers and Surveyors, Inc. for services as monumentation surveyor for 2009.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners authorizes a contract with Ronnie M. Lester, D.B.A. Polaris Surveying Company, upon approval of the 2009 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2009 through December 31, 2009, at a cost not to exceed \$13,440.



**AGENDA ITEM 4b**

BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for the services of County Remonumentation Project Surveyor as required by Act 345, P.A., 1990, with Wolverine Engineers and Surveyors, Inc., said contract to be funded by Survey and Remonumentation grant funds for a period of one year, January 1, 2009 through December 31, 2009, in an amount not to exceed \$72,463.

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

**AGENDA ITEM 5a**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.**

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 19<sup>th</sup> of January, 2009 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

**AGENDA ITEM 5b**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JANETTE SMITH**

WHEREAS, Janette Smith began her career with Ingham County in December, 1978, as a Deputy Clerk I of the Circuit Court; and

WHEREAS, her willingness to learn new skills and admirable work ethic assisted in her promotion from a Deputy Clerk I to a Deputy Clerk II and then a Deputy Clerk II to a Deputy Clerk III; and

WHEREAS, as a Deputy Clerk III she provided support to Judges Houk, Giddings, Glazer, and Harrison; and

WHEREAS, many other Circuit Court Judges benefitted from her diverse knowledge of criminal and civil procedure during her service as a Floater Clerk; and

WHEREAS, she has been committed since becoming the Case Processing Coordinator in June of 2001 to maintaining efficient pretrial and trial dockets for all of the General Trial Division Judges; and

WHEREAS, her versatility has made her invaluable to the other units in her General Trial Division: Administration, Alternative Dispute Resolution, Jury, and Bookkeeping.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby honors Janette Smith for her 30 years of dedicated service to the County of Ingham and for the contribution she has made to the Circuit Court, General Trial Division.

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

**AGENDA ITEM 5c**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING BRAD R. FOUCH**

WHEREAS, Brad Fouch is currently a senior at Bath High School; and

WHEREAS, Brad began his scouting career as a Cub Scout, where he earned the Arrow of Light; and

WHEREAS, Brad has participated in the Order of the Arrow – the Honor Society of Scouting; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship, while earning 21 merit badges before reaching the age of 18 and must also complete a service project for the benefit of his community, school or religious institution; and

WHEREAS, Brad's service project entailed mapping trails in the 25 acre county park on Robson Road and placing benches at various points along the trails; and

WHEREAS, with 36 merit badges, Brad has earned the rank of Eagle Scout.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Brad Fouch for achieving the Eagle Scout rank and serving as a positive role model for the youth in our community.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in his future endeavors.

**AGENDA ITEM 5d**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING VICCI MARRERO KNOWLTON**

WHEREAS, Vicci Marrero Knowlton began serving on the Ingham County Women's Commission in June of 2004; and

WHEREAS, as a member, Vicci served as a model of decorum and integrity in the conduct of public affairs as she assisted the Women's Commission in fulfilling its vital mission; and

WHEREAS, Vicci was a well-informed member of the Commission who contributed a great deal of knowledge regarding the best management practices; and

WHEREAS, while serving in leadership roles, Vicci was very instrumental in the revitalization of the Women's Commission, she served as Chairperson in 2006 through 2007, and as Vice-Chairperson in 2005 and 2008, a position she currently holds; and

WHEREAS, on December 31, 2008, Vicci Marrero Knowlton will be leaving her position on the Ingham County Women's Commission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends its sincere appreciation to Vicci Marrero Knowlton for her outstanding service on the Ingham County Women's Commission.

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

**AGENDA ITEM 5e**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING ALBERT LE BLANC**

WHEREAS, Albert Le Blanc began serving on the Ingham County Women's Commission in October of 2003; and

WHEREAS, as a member, Albert served as a model of decorum and integrity in the conduct of public affairs as he assisted the Women's Commission in fulfilling its vital mission; and

WHEREAS, Albert was a well-informed member of the Commission who contributed a great deal of knowledge regarding the best management practices; and

WHEREAS, as a member, Albert was very instrumental in the revitalization of the Women's Commission and provided a male perspective on the issues the Women's Commission would undertake; and

WHEREAS, on December 31, 2008, Albert Le Blanc will be leaving his position on the Ingham County Women's Commission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends its sincere appreciation to Albert Le Blanc for his outstanding service on the Ingham County Women's Commission.

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

**AGENDA ITEM 6a**

**RESOLUTION STAFF REVIEW**

**DATE** November 21, 2008

**Agenda Item Title:** Resolution Amending the County's Cell Phone Usage and Reimbursement Policy

**Submitted by:** Controller's Office

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:** This resolution adopts a new cell phone policy and rescinds a previous policy and is in compliance with IRS regulations.

**Financial Implications:** Employees who opt to use a County-owned cell phone for personal use, will have a deduction from their paycheck. \$13 per month will be deducted for cell phone usage. If the employee has internet and text messaging capabilities and it is used for personal use, \$25 per month will be deducted.

**Other Implications:** This policy is recommended by a Committee comprised of representatives of Controller's Office, Sheriff's Office, Financial Services, Human Resources and Purchasing Departments.

**Staff Recommendation:** MJM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_  
Staff recommends approval of the resolution.

**AGENDA ITEM 6a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE COUNTY'S CELL PHONE USAGE AND  
REIMBURSEMENT POLICY**

WHEREAS, the Ingham County Board of Commissioners authorized in Resolution #98-122, County's Travel Policy which included provisions for reimbursing employees for business calls on their personal cellular telephone and said provisions were revised by a Technology Cellular Phone Usage & Reimbursement memo dated December 28, 2001; and

WHEREAS, the Internal Revenue Service has implemented new requirements concerning governmental employees' personal use of County issued cell phones; and

WHEREAS, a Cell Phone Policy Committee was formed including representatives from Controller's Office, Sheriff's Office, Financial Services, Human Resources and Purchasing Departments; and

WHEREAS, after reviewing costs and options, the Cell Phone Policy Committee recommends the adoption of the revised Cell Phone Usage and Reimbursement Policy.

WHEREAS, the County Attorney's Office has reviewed the revised Cell Phone Usage and Reimbursement Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners rescinds the current Technology Cellular Phone Usage & Reimbursement Policy memo dated December 28, 2001, and the provision for reimbursing employees for business calls on the personal cellular telephone portion of the Travel and Employee Reimbursement Policy established by Resolution #98-122, with the attached revised Cell Phone Usage and Reimbursement Policy.

BE IT FURTHER RESOLVED, the revised Cell Phone Usage and Reimbursement Policy will supersede all former policies and shall be effective January 1, 2009.



## **AGENDA ITEM 6a**

### **Cell Phone Usage and Reimbursement Policy**

All employees supplied with a County cell phone may choose one of two methods regarding personal phone calls:

#### **1. Personal Use**

##### **Method One – Reimbursement of Personal Use**

An employee may use the County issued phone for personal use and be charged a monthly personal use fee (the monthly fee for 2009 will be \$13) which will be deducted from his/her pay check. If the employee has text and internet service, the fee will be \$25 per month unless personal usage causes the bill to exceed the allowable minutes and rate. (If the employee needs texting and internet service for work purposes only and does not use it for personal use, they will only be charged the phone personal use fee.) These fees will be adjusted on an annual basis and deducted on the second pay of the month.

The employee will be expected to keep personal use during business hours to a minimum and to make calls in the most cost-effective way.

County telephone billings are subject to FOIA access.

##### **Method Two – No Personal Use Allowed**

An employee can use his/her County issued cell phone exclusively for business use and will be required to sign each monthly bill declaring no personal use. This bill will be reviewed by the Department Head to verify all usage is business necessary. The entire bill will be forwarded to Financial Services for review.

#### **2. Lost Phones**

Any employee who loses a County issued phone will be charged a fee equaling 50% of the cost of replacement of the telephone. If the employee loses a second phone within the same year, the fee will total 100% of the County's cost for the replacement phone.

#### **3. Purchasing Phones and Accessories**

The County may purchase a replacement or upgraded phone no more than once every two years. This includes any necessary accessories. Any phone may be updated more often if specially requested by the Department Head and justified for County business purposes.

#### **4. Internet and Texting Options**

Internet and texting capabilities will be limited to employees whose job duties require daily use of internet and texting. All employees requesting these options must supply a detailed County business justification and Department Head approval.

#### **5. Business Use of Personal Cell Phones**

Any employee may be reimbursed for the actual cost of business calls required to be made on a personal telephone. The County will not reimburse expenses associated with normal monthly costs, service fees, or equipment repair charges. The amount proposed to be reimbursed must be documented with a copy of an itemized billing statement.

A) Business calls made using “free time” under a cellular phone agreement may be reimbursed at a rate of \$.10 per minute. In no case will the reimbursement exceed the total amount of the cell phone bill.

B) Alternatively, reimbursement for business calls may be calculated in proportion to total usage available under a plan. When using this method, the total minutes used for business call shall be determined and divided by the total minutes available on the plan as set out on the billing for that phone. The resulting fraction shall be multiplied by the total current charges for that phone.

In either case, the employee is required to submit a monthly expense reimbursement form.

**MEMORANDUM**

November 17, 2008

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Fourth Quarter 2008 Budget Adjustments, Year End Adjustment and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the fourth quarter of 2008. The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Adjustments are made for a variety of reasons, such as updated revenue and expenditure projections, increased grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The major adjustment made this quarter is to the Liquor Tax budget. After receipt of the last payment from the State of Michigan in November, the total revenue received is \$110,643 greater than budgeted. Fifty-percent of this revenue will be distributed to the Mid-South Substance Abuse Commission, and the other 50% will be used to reduce the budgeted use of fund balance. There is also a contingency appropriation of \$3,600 recommended to cover increased veterans burial expenses.

The remaining adjustments are line item transfers requiring Board approval because transfers are being made to or from a personnel line item, or to recognize additional revenue.

This resolution also authorizes the County Controller/Administrator, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2008 Budget. The General Fund budget will be adjusted to the amount of \$84,632,504 for the fourth quarter of 2008.

Also included is an update of contingency fund spending so far this year. If budget adjustments to be considered by the Board of Commissioners at its November 25 meeting, as well as those in the attached resolution, are approved as proposed, the contingency amount will be \$24,352. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$579,831.

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

**AGENDA ITEM 6b**

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2008 INGHAM COUNTY  
BUDGET AND AUTHORIZING THE CONTROLLER/ADMINISTRATOR TO MAKE  
YEAR END BUDGET ADJUSTMENTS**

WHEREAS, the Board of Commissioners adopted the 2008 Budget on October 23, 2007 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'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; and

WHEREAS, the Board of Commissioners annually authorizes the Controller/Administrator to make necessary year-end transfers to comply with state statute.

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2008 BUDGET 11/15/08</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$84,577,181	\$55,322	\$84,632,504
208	Parks	2,105,573	0	2,105,573
215	Friend of the Court	4,770,817	2,100	4,772,917
267	Community Corrections	1,037,998	3,500	1,041,498

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2008 Ingham County General Fund budget at \$84,632,504.

**AGENDA ITEM 6b****GENERAL FUND REVENUES**

	2008 Budget – 9/15/08	Proposed <u>Changes</u>	2008 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	47,920,884		47,920,884
Property Tax Adjustments	(100,000)		(100,000)
Delinquent Real Property Tax	50,000		50,000
Unpaid Personal Property Tax	25,000		25,000
Industrial Facility Tax	475,000		475,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
Transfer from Rev. Sh. Res. Fund	5,726,831		5,726,831
Convention/Tourism Tax - Liquor	1,592,770	110,643	1,703,413
Health and Safety Fund	148,267		148,267
Use of Fund Balance	2,695,155	(55,321)	2,639,834
<b>Department Generated Revenue</b>			
Animal Control	621,444		621,444
Circuit Court - Family Division	863,173		863,173
Circuit Court - Friend of the Court	575,430		575,430
Circuit Crt - General Trial	2,318,700		2,318,700
Cooperative Extension	213,822		213,822
County Clerk	543,600		543,600
District Court	2,764,282		2,764,282
Drain Commissioner/Drain Tax	385,000		385,000
Economic Development	149,683		149,683
Elections	170,700		170,700
Emergency Operations	49,721		49,721

Equalization /Tax Mapping	30,800		30,800
Human Resources	34,073		34,073
Ingham Medical In Kind Services	479,744		479,744
Probate Court	277,178		277,178
Prosecuting Attorney	870,515		870,515
Purchasing	248,706		248,706
Register of Deeds	2,369,250		2,369,250
Remonumentation Grant	179,087		179,087
Sheriff	5,716,910		5,716,910
Treasurer	6,919,319		6,919,319
Tri-County Regional Planning	59,937		59,937
Veteran Affairs	187,201		187,201
<b>Total General Fund Revenues</b>	<b>84,577,182</b>	<b>55,322</b>	<b>84,632,504</b>

#### GENERAL FUND EXPENDITURES

	2008 Budget – 9/15/08	Proposed <u>Changes</u>	2008 Proposed <u>Budget</u>
Board of Commissioners	615,497		615,497
Circuit Court - General Trial	7,966,156		7,966,156
District Court	2,457,950		2,457,950
Circuit Court - Friend of the Court	1,366,721		1,366,721
Jury Board	1,757		1,757
Probate Court	1,468,879		1,468,879
Circuit Court - Family Division	6,714,366		6,714,366
Jury Selection	71,224		71,224
Elections	504,950		504,950
Financial Services	681,994		681,994
County Attorney	426,962		426,962
County Clerk	787,846		787,846

Controller	906,341	906,341
Equalization/Tax Services	690,213	690,213
Human Resources	663,562	663,562
Prosecuting Attorney	6,374,423	6,374,423
Purchasing	262,327	262,327
Facilities	1,615,023	1,615,023
Register of Deeds	675,425	675,425
Remonumentation Grant	179,087	179,087
Treasurer	683,510	683,510
Drain Commissioner	1,001,560	1,001,560
Economic Development	235,655	235,655
Community Agencies	254,985	254,985
Equal Opportunity Committee	1,075	1,075
Women's Commission	1,028	1,028
Environmental Affairs Comm	500	500
AC Shelter Advisory Board	500	500
FOC Advisory Committee	3,642	3,642
Historical Commission	500	500
Tri-County Regional Planning	99,897	99,897
Jail Maintenance	322,036	322,036
Sheriff	19,584,626	19,584,626
Community Corrections	135,948	135,948
Animal Control	1,497,069	1,497,069
Emergency Operations	173,544	173,544
Board of Public Works	500	500
Drain Tax at Large	324,202	324,202
Health Department	12,719,568	12,719,568
Medical Examiner	306,158	306,158

Substance Abuse	800,620	55,322	855,942
Community Mental Health	2,022,457		2,022,457
Department of Human Services	1,422,797		1,422,797
Tri-County Aging	77,800		77,800
Veterans Affairs	378,147	3,600	381,747
Cooperative Extension	927,409		927,409
Parks and Recreation	1,975,230		1,975,230
Contingency Reserves	447,952	(3,600)	444,352
Agricultural Preservation Board	38,000		38,000
2-1-1 Project	25,000		25,000
Capital Area Rail Council	2,350		2,350
Transfer to Budget Stabilization	700,000		700,000
Capital Improvements	3,982,214		3,982,214
<b>Total General Fund Expenditures</b>	<b>84,577,182</b>	<b>55,322</b>	<b>84,632,504</b>

### **General Fund Revenues**

Liquor Tax	Increase revenue \$110,643 to reflect actual revenue collection for 2008. 50% of this amount will be distributed to the Mid-South Substance Abuse Commission and 50% will be used to decrease the 2008 use of fund balance.
Use of Fund Balance	Decrease use of fund balance \$55,321, to reflect 50% of increase in liquor tax collection.

### **General Fund Expenditures**

Substance Abuse Comm.	Increase payment to Mid-South Substance Abuse Commission \$55,322 to reflect 50% of increase in liquor tax collection.
Veterans Affairs	Increase veterans burial expense \$3,600 due to increase in county burial applications. Transfer \$159 from meeting fees to temporary salaries for additional hours for substitute transportation officer.
Contingency	Decrease contingency account \$3,600 for increased veterans burial expense.



## AGENDA ITEM 6b

### Non-General Fund Adjustments

Parks (F208)	Transfer funds from permanent salaries and fringes to temporary salaries to accommodate staff time being charged to Potter Park Zoo fund. (\$14,124) Transfer funds from permanent salaries available from vacant parks director position to recruiting expenses used for searches for new director. (\$7,985)
Friend of the Court (F215)	Transfer funds from permanent salaries and fringes available from staff vacancies in excess of the department's attrition management target to purchase a used vehicle from the Sheriff's Office. (\$5,500) Increase revenues and expenses due to amendment of the Access to Visitation grant. (\$2,100)
Community Corrections	Increase Automon enrollment revenue budget to recognize (F267) collected revenue. Funds will be used to purchase an Automon kiosk enrollment station at the Veterans' Memorial Courthouse. (\$3,500)

### 2008 CONTINGENCY

Adopted Contingency Amount	\$579,831
R07-309: Additional Appropriation Community Agencies	(\$1,250)
R07-334: Temporary District Court Clerk	(\$15,323)
R08-020: Reorganize Central Services	(\$16,229)
R08-021: Lake Lansing Watershed Management Plan	(\$4,800)
R08-067: Refugee Development Center	(\$1,825)
R08-128: 2008 1 <sup>st</sup> Quarter Adjustment	(\$88,852)
R08-148: Food Pantry Contract and Lease Agreement	(\$3,600)
Proposed: Amend 2008 Intergovernmental Services Fund	(\$320,000)
Proposed: Amend 2008 Fair Fund	(\$100,000)
Proposed: 2008 4 <sup>th</sup> Quarter/Year End Adjustment	(\$3,600)
<b>Current Contingency Amount</b>	<b>\$24,352</b>