

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
DALE COPEDGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFER

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
DIANNE HOLMAN
DALE COPEDGE
MARK GREBNER
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 7, 2009 AT **6:00 P.M.**, IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

NOTE CHANGE IN TIME

Agenda

Call to Order

Approval of the [March 17, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham County Clerk - Resolution to Transfer the [Jury Administration](#) Duties from the Ingham County Management Information Systems Department to the Ingham County Clerk/Circuit Court Clerk Mike Bryanton and to Appoint Him as the Ingham County Jury Administrator
2. Drain Commissioner – Resolution Opposing the Relinquishing of the State of Michigan's Authority to Administer the [Federal Wetland Protection Program](#) and the Repeal of Part 303, Wetlands Protection, of Public Act 451 of 1994
3. Housing Commission
 - a. Presentation - Bruce Johnston, Housing Commission
 - b. Resolution Accepting 2009 [Community Development Block Grant](#) Funding from the Michigan State Housing Development Authority in the Amount of \$50,000
4. Economic Development Corporation - Resolution Authorizing Acceptance of a \$250,000 Community Development Block Grant from the Michigan Economic Development Corporation for Electric Infrastructure to Advance the [Jackson National Life](#) Insurance Company Economic Development Expansion Project
5. Health Department - Resolution to Authorize Acceptance of a New Access Point Federal Assistance Award from the United States Department of [Health and Human Services](#)
6. Facilities Department - Resolution to [Establish a Policy and Guidelines](#) for Use of Electronic Devices, Computers, and Open Flames in County Facilities (*Tabled from the February 17, 2009 County Services Agenda*)

7. Human Resources Department - Resolution Rejecting the [Tentative Agreement](#) with the Michigan Association of Police
8. Purchasing Department - Resolution Authorizing a Three-Year Agreement with Waste Management Inc. for Waste Removal and [Recycling Services](#)
9. County Services Committee
 - a. Resolution Prohibiting the Board of Commissioners from Appointing Employees to Serve on [Advisory Boards and Commissions](#) that Oversee the Operation of Their Department or Agency
 - b. Resolution to Amend Resolution #02-178 by Reducing the Maximum Amount Allowed for Short Form Authorization and the [Purchase of Goods and Services](#)
 - c. Resolution Honoring [Austin Donohoe](#)
10. Controller's Office – Resolution to Extend the Legal Services Agreement with Cohl, Stoker, Toskey & McGlinchey, P.C. (*Resolution will be sent under separate cover.*)
11. Ingham County Parks & Recreation Commission
 - a. Parks Line Item Transfer Requests – [Lion Exhibit](#) Renovation and Purchase of Golf Carts and Segway
 - b. Resolution Authorizing a Fund Transfer to the [Potter Park Zoological Society](#)

Announcements **PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC**
Public Comment **DEVICES OR SET TO MUTE OR VIBRATE TO AVOID**
Adjournment **DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org

COUNTY SERVICES COMMITTEE

March 17, 2009

Minutes

Members Present: Victor Celentino, Carol Koenig, Dianne Holman, Dale Copedge, Mark Grebner, Donald Vickers and Board Chairperson Debbie DeLeon

Members Absent: None

Others Present: Matthew Myers, Jim Hudgins, Rick Terrill, Janeil Valentine, Tony Lindsey, Sally Auer, Tom Eastwood, Curtis Hertel, Becky Bennett, Chris Fisher, Dr. Sienko, Laura Davis, Steve Dougan and Jill Rhode

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

Approval of the March 3, 2009 Minutes

MOVED BY COMM. HOLMAN, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE MARCH 3 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

- 7. Resolution was introduced by County Services Committee
- 8a. Additional Information

Limited Public Comment

Mr. Fisher, President of ABC, spoke regarding agenda item 8a. He respectfully requested the opportunity to assist the Committee to ensure that such PLA policies are inclusive for both union and non-union workers and contractors. This would bring harmony and fairness in the County's purchasing policies and protocols. Mr. Fisher distributed his letter to the Committee. The letter contained language that he would like to have in the County's PLA policy.

Comm. Grebner asked Mr. Fisher about other organizations that have PLA's. Mr. Fisher stated Lansing Community College and Michigan State University have PLA's. Comm. Grebner then addressed Mr. Fisher's recommended language for the County's PLA policy. He asked Mr. Fisher if his business had any troubles with the Michigan Fair Contracting Center. Mr. Fisher indicated his business has not had any problems with the Michigan Fair Contracting Center. Comm. Grebner also said Mr. Fisher's \$10,000.00 level is a low limit.

Mr. Eastwood, IBEW, spoke in support of the agenda item 8a. Project Labor Agreements have been approved by the federal government. PLA's have worked well within Ingham County. Mr. Eastwood also stated PLA's do not require people to be members of a union.

Comm. Vickers asked if there is a fee for a non-union member for a PLA. Mr. Eastwood said he has never seen such language. He then stated there maybe some PLA's with this type of language.

Comm. Grebner asked about the smallest PLA. Mr. Eastwood said he could not think of a \$1 million project that is under a PLA.

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

3. Health Department – Resolution Authorizing the Award of a Contract with Hobbs and Black Associates, Inc. for Architectural and Engineering Services for Improvements to the Human Services Building
5. Human Resources Department
 - a. Resolution Approving a Collective Bargaining Agreement with the FOP Animal Control Officers and Animal Shelter Operators
 - b. Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees' Association for Park Rangers
 - c. Resolution to Authorize Replacement of Two (2) Insurance Vacancies within the Ingham County Resources Department
7. County Services Committee – Resolution Authorizing the Release of an Attorney/Client Privileged Communication
8. County Services Committee
 - b. Resolution in Honor of the 2009 State Arbor Day Celebration
 - c. Resolution Congratulating the State News on the Event of Their 100th Anniversary
 - d. Resolution Honoring Sam Brooks
 - e. Resolution Honoring Ralph and Gerry Shuck
9. Controller's Office – Resolution to Amend the 2009 Ingham County Budget, to Implement a Hiring Freeze for Ingham County General fund Positions, and to Encourage Employee Voluntary Time Off Without Pay

MOTION CARRIED UNANIMOUSLY.

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

1. Appointment – Resolution Making an Appointment to the Ingham County Fair Board

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. HOLMAN, TO RECOMMEND THE APPOINTMENT OF ERICA JACKSON TO THE INGHAM COUNTY FAIR BOARD. MOTION CARRIED UNANIMOUSLY.

Comm. Vickers said this Committee did a good job for having a mix of urban and rural members for the Road Commission. The Fair Board should have a similar mix.

MOTION CARRIED UNANIMOUSLY.

2. Register of Deeds – Resolution to Establish the Position of Community Outreach Coordinator in the Office of the Register of Deeds

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM GREBNER, TO APPROVE THE RESOLUTION TO ESTABLISH THE POSITION OF COMMUNITY OUTREACH COORDINATOR IN THE OFFICE OF THE REGISTER OF DEEDS.

Mr. Hertel, Register of Deeds, distributed copies of the Job Description for the Community Outreach Coordinator to the Commissioners. He then explained the number of foreclosures will not decrease this year. The Coordinator will address the growing problems associated with homeownership and mortgage fraud. The position will also help people to make a good decision before they decide to purchase a home.

Mr. Hertel also explained this position will be funded by changing the payroll distributions of several positions in the Register of Deeds to more accurately reflect the time spent on automation functions. These changes will decrease the General Fund cost of the Register of Deeds staffing by \$136,971. In addition to funding the cost of the new position, the net General Fund cost of the department will decrease by \$54,147 annually. The changes are detailed in the Staff Review sheet.

Comm. Grebner asked about home sales. Mr. Hertel said he has not seen an increase in home sales. Comm. Grebner then asked about his office staff when homes sales are down. Mr. Hertel said one position is currently vacant and he is not asking to fill that position at this time. He also said the Clerk informed him there will be 3,000 home foreclosures for the Register of Deeds Office to handle.

Comm. Grebner said there should be more flexibility for the Register of Deeds' staff due to the various work loads through out the year. The Register of Deeds should be able to have flexible staff without seeking Board approval. Comm. Grebner then asked Mr. Hertel if he cross-trains his staff. Mr. Hertel stated he just completed cross training one staff member to work at the front desk. Two people now know how to work the front desk. He further stated he will cross train another employee to scan documents.

Comm. Grebner asked about the Automation Fund. Mr. Hertel said the Automation Fund collects approximately \$310,000 annually. The expenditures total less than \$180,000 annually. Mr. Hertel said the Fund has an excess of \$130,000 in operating funds each year.

Comm. Vickers asked if other counties have this position. Mr. Hertel said he is sure that Wayne County has this Outreach Coordinator position.

Comm. Holman asked Mr. Hertel what he would do without this position. Mr. Hertel said he would be happy to report back to this Committee on an annual basis regarding how many people this position has helped.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO AMEND THE RESOLUTION TO ADD *THROUGH DECEMBER 31, 2012* TO THE END OF THE FIRST BE IT FURTHER RESOLVED PARAGRAPH.

Mr. Hertel said he understands the need for this amendment. He then asked if the date should be changed in the proposed amendment.

The Committee consented to a Friendly Amendment to change the date in the proposed amendment to January 31, 2013.

MOTION TO AMEND CARRIED UNANIMOUSLY.

MOTION CARRIED with Comm. Vickers voting NO.

4. Facilities Department – Resolution Authorizing the Continuation of Electrical Improvements in the Main Arena at the Ingham County Fairgrounds to be Performed by R.M. Electric, Inc.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING THE CONTINUATION OF ELECTRICAL IMPROVEMENTS IN THE MAIN ARENA AT THE INGHAM COUNTY FAIRGROUNDS TO BE PERFORMED BY R.M. ELECTRIC, INC.

Comm. Koenig stated the “not to exceed” amount in Mr. Hudgins’s memorandum and the Resolution do not match.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. HOLMAN, TO CHANGE THE \$46,032.00 AMOUNT TO \$52,032.00 IN THE THIRD WHEREAS PARAGRAPH IN THE RESOLUTION.

MOTION TO AMEND CARRIED UNANIMOUSLY.

Comm. Copedge requested a brief history of the electrical issues for the Fairgrounds. Mr. Terrill said the Fairgrounds primary electrical projects need to be improved. Mr. Edman has put together a three-year plan to upgrade the primary electrical projects. Mr. Edman said the previous electrical outages have been fixed. Comm. Copedge asked about the labor billing for this issue. Mr. Terrill stated that issue has been taken care of.

Comm. Koenig asked if there is a written three-year plan for the electrical projects. Mr. Edman said there is such a document and he also said the funding for the projects are included in the CIP budget.

Comm. Vickers said very little work has been done on the Fairgrounds electrical system since the 1970’s. He then said he is very glad to see that Mr. Edman is addressing the system. Comm. Grebner said there has been a fair on the Fairgrounds for more than 150 years. The electrical system has only been fixed incrementally over the years.

Comm. Davis said she supports Mr. Edman's efforts to bring the Fairground's electrical system up to grade. Mr. Edman is doing a great job.

Comm. Copedge asked Mr. Edman if he is staying within his budget. Mr. Edman indicated he is making every effort to stay within the budget.

MOTION CARRIED UNANIMOUSLY.

5. Human Resources Department
 - d. Severance Pay for Human Resources Employee

Mr. Myers explained that this employee signed an agreement to withhold severance payments when the employee left the County. This agreement was witnessed appropriately. Since that time, the employee has requested the County to reconsider his choice to not receive his severance package. Mr. Myers strongly discouraged this Committee from approving the employee's request in this matter.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEGE, TO DECLINE THE REQUEST FOR SEVERANCE PAY. MOTION CARRIED UNANIMOUSLY.

Comm. Grebner said the County generally approves severance pay requests. In general, he supports the administration's recommendation because they were involved in this specific process. The employee's request does not qualify for this Committee's exception.

6. Financial Services Department – Resolution Establishing a Revised Travel, Vehicle and Employee Reimbursement Policy

MOVED BY COMM. COPEGE, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION ESTABLISHING A REVISED TRAVEL, VEHICLE AND EMPLOYEE REIMBURSEMENT POLICY.

Comm. Celentino said he has some concerns about the proposed following language in Air Travel section of the Policy: "The policy of Ingham County is that airline travel by County employees on official business shall, whenever practical and at a reasonable cost, originate for Capital City Airport."

Comm. Celentino said the Airport's name is currently Capital Regional International Airport. He then asked about the "whenever practical and at a reasonable cost" language. Ms. Rhode explained the language means an employee could travel from a specific airport. He/she would not have to leave the specific airport to go to a cheaper airport. She then stated she is looking for suggestions from this Committee on the proposed changes to the Policy.

Comm. Grebner suggested that "whenever practical and at a reasonable cost" language could be changed to "whenever financially prudent cost."

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. HOLMAN, TO AMEND THE AIR TRAVEL SECTION OF THE POLICY AS FOLLOWS:

THE POLICY OF INGHAM COUNTY IS THAT AIRLINE TRAVEL BY COUNTY EMPLOYEES ON OFFICAL BUSINESS SHALL, *WHEN FINANCIALLY PRUDENT*, ORIGINATE FOR CAPITAL *REGIONAL INTERNATIONAL* AIRPORT.

The Committee held a brief discussion about the Advisory Boards. Comm. Grebner explained that this Policy only applies to General Funded employees. It does not address Advisory Boards.

Board Chairperson DeLeon said the air travel Policy should address grant-funded positions. Ms. Rhode explained the Policy uses IRS commuting rules. Ms. Rhode also explained the proposed changes to the Policy were made by Ms. Bennett, Ms. Valentine and herself. She then stated the Policy has been reviewed by the Department heads. Some of the Department heads had concerns regarding the proposed changes. The three-member committee listened to the concerns and took them into consideration.

Comm. Vickers said this is an excellent Policy.

Board Chairperson DeLeon expressed her concern about the Advisory Board's travel policy. Comm. Grebner explained this matter should be addressed separately from this Policy.

MOTION CARRIED UNANIMOUSLY as amended.

8a. County Services Committee - Resolution Establishing an Ingham County Procurement Policy and Purchasing Protocol

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION ESTABLISHING AN INGHAM COUNTY PROCUREMENT POLICY AND PURCHASING PROTOCOL.

Board Chairperson DeLeon explained the intent of the policy is to insure that there is a defined process that everyone can follow that provides for accountability and responsibility throughout the policy.

Comm. Grebner asked if the Policy addresses construction projects or contracting projects. He then stated he would be supportive of the Policy if it only addresses construction projects.

Board Chairperson DeLeon said this project began by using the Procurement Policy. Language was added to the Policy to address construction projects. She then explained that some projects overlap between construction and contracts. This Policy should address people who are on site of the projects. Board Chairperson DeLeon further stated that other contracts that do not have on-site people, should be addressed in this Policy.

Board Chairperson DeLeon further stated tools are in place such as contract authorization forms for under \$25,000 projects. Comm. Grebner said it would not be a good idea to merge contracting and construction policies into one policy. Board Chairperson DeLeon said she is willing to work together to arrive at a policy that addresses everyone's concerns.

Comm. Vickers recommended that Mr. Hudgins and Mr. Terrill review the Policy. Board Chairperson DeLeon explained that this Committee did not make much progress on this issue last year. She then stated she brought this document before this Committee as a working document. Comm. Vickers said staff should be involved in this process so that he knows the final policy is workable.

Comm. Grebner suggested this Committee should focus on a construction policy. The Project Labor Agreement is good even though the County is not involved in many construction projects. This Policy should address \$50,000 construction projects to avoid getting tripped up in smaller projects such as replacing windows or moving walls. This Committee should consider a Project Labor Agreement for \$50,000 construction projects.

Comm. Holman asked about goods and services projects. Comm. Grebner said those items should be addressed in a separate policy.

MOVED BY COMM. COPEGE, SUPPORTED BY COMM. GREBNER, TO TABLE THE RESOLUTION TO THE APRIL 21, 2009 COMMITTEE MEETING.

Comm. Celentino stated this Policy will be back before this Committee at its April 21, 2009 meeting.

MOTION CARRIED UNANIMOUSLY.

<u>Announcements:</u>	None
<u>Public Comment:</u>	None

The meeting adjourned at 8:33 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF REVIEW

DATE March 27, 2009

Agenda Item Title: Resolution to Transfer the Jury Administration Duties from the Ingham County Management Information Systems Department to the Ingham County Clerk/Circuit Court Clerk Mike Bryanton and to Appoint Him as the Ingham County Jury Administrator

Submitted by: Ingham County Clerk

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

Summary of Proposed Action: This Resolution will transfer the duties of Jury Administration from the MIS Department to the Office of the Clerk. It will also appoint the Clerk as the Ingham County Jury Administrator.

Financial Implications: Because the duties of Jury Administration were ½ of a full time position in MIS, two ½ time positions will be hired. One of the positions will be transferred to the Office of the Clerk and the other ½ time position will remain with MIS. It is anticipated that the efficiency of the transfer will result in a savings to the County. There will be no increase in cost to the County for FTEs.

Other Implications: The Jury Administration duties will be physically transferred to the Veterans Memorial Courthouse (VMC) and will provide greater efficiency for the Courts.

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

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER THE JURY ADMINISTRATION DUTIES FROM THE INGHAM COUNTY MANAGEMENT INFORMATION SYSTEMS DEPARTMENT TO THE INGHAM COUNTY CLERK/CIRCUIT COURT CLERK MIKE BRYANTON AND TO APPOINT HIM AS THE INGHAM COUNTY JURY ADMINISTRATOR

WHEREAS, the Board of Commissioners has the authority, under MCL 600.1303, to appoint assistants to the County Jury Board; and

WHEREAS, the Jury Administration has been assigned to the County Management Information Systems Department (MIS) and one of the primary staff members involved in this function has recently retired; and

WHEREAS, the County Controller/Administrator has recommended reassigning these responsibilities to the Clerk of the Circuit Court, being County Clerk Mike Bryanton, as a more efficient method of fulfilling these functions; and

WHEREAS, County Clerk/Circuit Court Clerk Mike Bryanton is agreeable to assuming these responsibilities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints County Clerk/Circuit Court Clerk Mike Bryanton as the Ingham County Jury Administrator, with all the duties and responsibilities inherent in that position, effective as of the date of this Resolution.

BE IT FURTHER RESOLVED, that Clerk Bryanton, and those Deputy Clerks that Clerk Bryanton may designate, is authorized to assist the County Jury Board and administer the County jury system as may be required by law.

BE IT FURTHER RESOLVED, that a .5 FTE position shall be transferred to the Clerk's Office from the MIS Department to provide staffing for these additional responsibilities in the Clerk's Office, and the Controller/Administrator is hereby authorized to transfer the budget allocated to the Jury Board from the MIS Department to the Clerk's Office.

Agenda Item 2

RESOLUTION STAFF REVIEW

DATE March 27, 2009

Agenda Item Title: Resolution Opposing the Relinquishing of the State of Michigan's Authority to Administer the Federal Wetland Protection Program and the Repeal of Part 303, Wetlands Protection, of Public Act 451 of 1994

Submitted by: Drain Commissioner

Committees: LE____, JD____, HS____, CS_ X __, Finance____

Summary of Proposed Action: This Resolution will specifically express the opposition from the Ingham County Board of Commissioners of the State of Michigan relinquishing the authority to administer the Federal Wetland Protection Program to the federal government. The Resolution also authorizes the Clerk to forward a copy of the Resolution to the Governor's Office and to the Legislature and directs the Controller/Administrator to send a copy of the Resolution to the Michigan Association of Counties.

Financial Implications: None.

Other Implications: The concern raised by the Drain Commissioner is the relinquishing of this authority by the State to the Federal Government will create delays and increased costs to construction projects affected by the Clean Water Act.

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



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

October 19, 2007

Mr. Steven E. Chester, Director
Michigan Department of Environmental Quality
Executive Division
525 West Allegan Street
Constitution Hall, 6th Floor, South Tower
Lansing, MI 48913

Dear Director Chester:

I am writing to express my concern over the possibility that the Department of Environmental Quality (DEQ) may return its assumed authority to administer the Clean Water Act Section 404 wetlands permit program to the federal government. I believe this action would result in added costs and time delays for Michigan's transportation projects.

We have read about Minnesota's experience with the U.S. Army Corps of Engineers (USACE) and wetland permits. With up to a year in backlogged permits, construction delays led to higher costs. I believe Michigan would have a similar experience if DEQ returned its federal permit authority to the Corps. Construction costs rise about 5% a year. Like Minnesota, Michigan has a short construction season. If projects do not get built in their target year, costs will increase by a minimum of 5% by the next construction season.

We estimate that nearly 180 Michigan Department of Transportation (MDOT) and local transportation projects a year would require Corps processing. When transportation projects involve wetland permits, they tend to be complex and expensive road widenings, reconstructions and bridge or culvert replacements. These projects are needed to help keep the transportation system safe and efficient. Permit delays would not only add to project costs, but delay project benefits associated with the state's economic welfare.

Michigan is only one of two states that have assumed Section 404 permit responsibilities from the USACE. This arrangement has benefited transportation projects greatly. We have only one regulatory agency to work with on the majority of our permits. Our experience contrasts with that of other states like Minnesota who must negotiate solutions to environmental impacts that satisfy multiple levels of government. Federal requirements are expected to be more burdensome than DEQ's and less sensitive to local conditions and the needs of Michigan local governments. The result will be higher project costs at a time when county road commissions are closing for weeks at a time to save money.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

Because Michigan has been operating under assumed federal authority for 404 permits for so long, Michigan Corps offices have little experience with transportation projects. As noted above, the Corps would need to process about 180 new permits a year for MDOT and local agency transportation projects.

The Corps has been struggling with implementing new procedures resulting from the *Rapanos* Supreme Court ruling which requires them to justify their jurisdiction over a wetland. MDOT interacts with the USACE on about twenty permit applications a year for regulated areas outside DEQ purview. Prior to the *Rapanos* ruling, USACE permits took about 4-6 months to obtain. We are just beginning to feel the consequences of the *Rapanos* decision. Our most recent USACE permit took seven months to obtain. In the absence of DEQ Section 404 program administration, an already lengthy processing period will likely extend due to the increased volume of transportation permit applications submitted to the USACE. USACE permit processing period may take anywhere from 8-12 months if the DEQ gives up its administration of the Section 404 program.

The DEQ's track record in processing transportation permits has been exceptional, with nearly half of the applications being processed in less than 30 days. Rarely does the DEQ take longer than 90 days to process a transportation permit. Additionally, because of DEQ's service, MDOT staff have a clear understanding of DEQ requirements, which helps expedite the permit process and assists project managers to produce more environmentally sensitive designs.

We have a healthy balance between environmental protection and transportation needs with the current arrangement. I would like to see DEQ hold onto its authority to regulate wetlands and process Section 404 permits. Please let me know if I can be of further service in this discussion.

Sincerely,

Kirk Steudle
Director

BTP:PPD:ENV:MB:fg

cc: Vanessa Blaxton
Ron DeCook

Statement of former Governor William G. Milliken
On Conservation of Michigan Wetlands

March 13, 2009

As the Governor and Michigan Legislature review the status and determine the future of Michigan's Wetland Protection Act, I would like to urge them to take the long view of what is best for the state and its natural resources.

I am proud to have signed the Wetland Protection Act into law in 1979. Enacted with bipartisan support, the law has protected large amounts of valuable wetland resources from alteration and destruction. Estimated annual losses of wetlands covered by the law have slowed from thousands of acres per year to a few hundred. Where alteration or destruction of wetlands has occurred, the law has required the creation of wetlands and the permanent protection of existing undeveloped wetlands.

These are important steps in correcting our historical mistreatment of wetlands. Thanks to modern science, we understand now how important wetlands are economically as well as environmentally. Wetlands provide water quality benefits and help reduce flood damage while also furnishing critical fish and wildlife habitat. Wetlands benefit the people and the economic health of our state.

Although I understand the need for increased efficiencies in state government, I do not believe the relatively small amount of public funding saved justifies the repeal of the Wetland Protection Act. This law, 30 years after its passage, remains a national model. Federal agencies simply do not have the authority nor the funding to administer adequately the protection of Michigan wetlands. Repeal of the law would be a huge setback to this and future generations.

Abandonment of the commitment this law represents is not in the interests of Michigan. Our state cannot claim to be a thoughtful steward of the Great Lakes if it neglects the wetland resources that are critical to their health. I therefore urge the Governor and Legislature to affirm the importance of wetland conservation as a core Michigan value, maintain the Wetland Protection Act, and work together to seek adequate resources for its effective administration.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OPPOSING THE RELINQUISHING OF THE STATE OF MICHIGAN'S
AUTHORITY TO ADMINISTER THE FEDERAL WETLAND PROTECTION
PROGRAM AND THE REPEAL OF PART 303, WETLANDS PROTECTION, OF
PUBLIC ACT 451 OF 1994**

WHEREAS, a proposal pending in the Michigan Legislature to relinquish the State's authority to administer the federal wetland protection program and repeal Part 303, Wetlands Protection, of Public Act 451 of 1994 will jeopardize our water resources; and

WHEREAS, this proposal would reduce local and state control and oversight of one of Michigan's most valuable resources, its wetlands; and

WHEREAS, wetlands protect water quality, retain or remove nutrients and pollutants, provide vital habitat to fish, wildlife, and waterfowl; and

WHEREAS, healthy wetlands decrease flooding, safeguard downstream property owners, and replenish ground water; and

WHEREAS, the U.S. Army Corps of Engineers is experiencing considerable time delays on permit reviews, which would slow and put a burden on critical economic development in Michigan; and

WHEREAS, the federal government does not have any time requirements for review and decision-making on wetland permits; and

WHEREAS, most permits under State of Michigan wetland regulations are required to be issued within 90 to 120 days of application; and

WHEREAS, the state program regulates 95.1% of Michigan's wetlands along with activities not currently, nor proposed to be regulated by the federal program, such as wetland excavation, dredging, and some drainage activities; and

WHEREAS, sending the wetlands program to the federal government could result in many Michigan wetlands not being regulated or protected, such as isolated wetlands not regulated by the federal program.

WHEREAS, at a minimum, 930,000 acres of Michigan wetlands are "isolated" wetlands and would not be protected if Part 303 should be repealed.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners opposes the relinquishing of the State's authority to administer the federal wetland protection program and opposes the repeal or modification of Part 303, Wetlands Protection, of Public Act 451 of 1994, in Senate Bill 187 and House Bills 4153 and 4542, because these proposals would jeopardize our valuable water resources in Ingham County and the State of Michigan.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners requests that the Ingham County Clerk forward a certified copy of this resolution to the Governor of Michigan, the Speaker of the Michigan House of Representatives, and to the Majority Leader of the Michigan Senate, State Representatives and State Senators representing Ingham County, and to the Chairs of all relevant Committees dealing with these bills.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners directs the Ingham County Controller/Administrator to forward a copy of this resolution to the Michigan Association of Counties on its behalf.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners requests that the Michigan Association of Counties actively oppose the repeal or modification of Part 303 including rejection of Senate Bill 187 and House Bills 4153 and 4542.

RESOLUTION STAFF REVIEW

DATE March 26, 2009

Agenda Item Title: Resolution Accepting 2009 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$50,000

Submitted by: Housing Commission

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This Resolution will authorize the Housing Commission to accept a Community Development Block Grant from the Michigan State Housing Development Authority in the amount of \$50,000.

Financial Implications: None – there is no match requirement of General Fund dollars.

Other Implications: None.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____
Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ACCEPTING 2009 COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT
AUTHORITY IN THE AMOUNT OF \$50,000**

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

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County \$50,000 for Homeowner Rehabilitation for residents of Ingham County, excluding those in the Cities of Lansing and East Lansing; and

WHEREAS, the Ingham County Housing Commission through its Resolution No. 2009-02 has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Community Development Block Grant of \$50,000 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

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

Agenda Item 4

RESOLUTION STAFF REVIEW

DATE March 23, 2009

Agenda Item Title: Resolution Authorizing Acceptance of a \$250,000 Community Development Block Grant from the Michigan Economic Development Corporation for Electric Infrastructure to Advance the Jackson National Life Insurance Company Economic Development Expansion Project

Submitted by: Economic Development Corporation

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

Summary of Proposed Action: This Resolution authorizes the acceptance of a \$250,000 Community Development Block Grant from the Michigan Economic Development Corporation for Electric Infrastructure from the Lansing Board of Water and Light to advance the Jackson National Life Insurance Company Economic Development Expansion Project.

Financial Implications: There are no costs to the Ingham County General Fund.

Other Implications: With the expansion project, Jackson National Life will be expanding facilities and hiring additional staff, creating new jobs in Ingham County.

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

MEMO

To: Ingham County Commissioners

From: Ingham County Economic Development Corporation
Susan Pigg, MSUE Economic Development Educator

RE: Community Development Block Grant Award

Date: March 23, 2009

With the Commissioners approval (resolution # 08-256) in September 2008, I submitted an application for of Community Development Block Grant (CDBG) funds from the State of Michigan Economic Development Corporation (MEDC). The MEDC has now notified us that a \$250,000 grant is awarded to Ingham County. The funds are designated to assist in extending an additional power line (13.2kV) to the Jackson National Life Insurance Company's headquarters area. The increased and redundant power source will meet Jackson National's needs as they grow and hire more people. Per the grant award, at least new 25 jobs will be created directly in response to this grant funded assistance. The positions will be offered to low to moderate income persons. The Lansing Board of Water and Light committed to contributing more than half the costs (\$505,000) for this \$755,000 project to serve as matching funds for the grant.

I have attached a resolution to formalize the County's acceptance of the grant and provide for the needed contracts and agreements with the Board of Water and Light and the MEDC to implement this project. Thank you for considering it during the next round of Commissioner Committee meetings for County Services (4/7/09), County Finance (4/8/09) and the Commission meeting on April 14, 2009.

I apologize that I will be unable to attend the 4/7 and 4/8 committee meetings in person, but I am pleased to respond to any questions or concerns beforehand, or by cell phone at 517-881-9659. Congratulations on this award.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ACCEPTANCE OF A \$250,000 COMMUNITY
DEVELOPMENT BLOCK GRANT FROM THE MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION FOR
ELECTRIC INFRASTRUCTURE TO ADVANCE THE JACKSON NATIONAL LIFE
INSURANCE COMPANY ECONOMIC DEVELOPMENT EXPANSION PROJECT**

WHEREAS, Ingham County government has long-term objectives to foster economic well being and assist citizens in meeting basic needs; and

WHEREAS, on September 23, 2008, the Ingham County Commissioners authorized (Resolution #08-256) the submission of an application to the Michigan Economic Development Corporation for a Community Development Block Grant (CDBG) for public infrastructure (electric) to advance the expansion of Jackson National Life Insurance Company in Lansing, Ingham County, Michigan; and

WHEREAS, the State of Michigan has notified Ingham County that it has awarded the requested grant funds of \$250,000 for this project; and

WHEREAS, the Lansing Board of Water and Light will contribute more than half the cost to extend and improve electrical service as a match to the CDBG State of Michigan grant; and

WHEREAS, the extension and improvement of public utilities, specifically a 13.2kV electrical line, to the service area that includes Jackson National Life Insurance Company would support their expansion and creation of 25 new jobs of which at least 51% of the beneficiaries will be low to moderate income persons; and

WHEREAS, notice of a public hearing was published and a public hearing was held before the application submission that provided citizens opportunity to review and comment on the application.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes acceptance of the \$250,000 CDBG grant funds to improve electric infrastructure along with matching funds provided by the Lansing Board of Water and Light to support the creation of new jobs by Jackson National Life Insurance Company.

BE IT FURTHER RESOLVED, that the expenses incurred by the County in preparation and administration of this grant will be reimbursed through the grant.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts and agreements to implement this project as recommended by the County Controller/Administrator, and approved as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE March 26, 2009

Agenda Item Title: Resolution to Authorize Acceptance of a New Access Point
Federal Assistance Award from the United States Department of
Health and Human Services

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes acceptance of a federal assistance award (grant) with the United States Department of Health and Human Services (HHS) for the Community Health Center Network's Cedar Community Health Center, Healthy Smiles Dental Clinic, St. Lawrence Community Health Center, and the Well Child Health Center.

The direct federal assistance and the resultant associated program income will enable the Health Department to increase its services to an additional 4,766 unduplicated users by the end of year two. This increased capacity is projected to result in an additional 18,426 health care encounters per year by the end of year two.

Financial Implications:

The federal award is \$1,300,000 for the time period of March 1, 2009 through February 28, 2011.

The following 17 positions are established by this resolution:

- 5.0 FTE full time Community Health Representative II Positions (UAW D)
- 2.0 FTE full time Clinical Assistant I Positions (UAW D)
- 2.0 FTE full time Dental Assistant Positions (UAW D)
- 1.0 FTE full time Dental Hygienist Position (UAW 15)
- 2.0 FTE full time Health Center Nurse Positions (MNA 1)
- 1.0 FTE full time Nurse Practitioner (MNA 6)
- 1.0 FTE full time Nurse Case Manager (MNA 3)
- 1.0 FTE full time Physician Position (MCF C)
- 2.0 FTE full time Dentist Positions (MCF 14)

The total annual cost of these new positions will range from approximately \$1.2 million to \$1.5 million, partially funded by grant dollars, with the remainder to be funded by patient derived reimbursements to include third-party insurance (Medicaid, Medicare, Commercial Insurance). There will be no additional cost to the County's General Fund.

In addition, this grant award also provides funding for behavioral health services to be provided directly within the Department's Health Centers. Consequently, the Health Department proposes to execute a Behavioral Health Services Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties. This agreement will not exceed \$320,000.

\$100,000 of the federal assistance award during year one will be expended toward renovations of the Cedar Community Health Center.

Other Implications:

In addition to the direct federal assistance provided through this Notice of Grant Award (NGA), the sites included in the Health Department's grant application are now authorized as Section 330(e) Federally Qualified Health Centers under the Public Health Services Act. As a consequence, Cedar Community Health Center, Healthy Smiles Dental Clinic, St. Lawrence Community Health Center, and the Well Child Health Center are now 330(e) Federally Qualified Health Centers. The Health Department's Sparrow Community Health Center remains a 330(h) Federally Qualified Health Center and both Otto and Willow Community Health Centers remain Federally Qualified Health Center Look-Alikes.

Staff Recommendation: MJM___ JN ___ TL ___ TM___ JC X
Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: April 1, 2009

Subject: Recommendation to Authorize Acceptance of a New Access Point Federal Assistance Award from the U.S. Department of Health and Human Services

This is a recommendation to authorize acceptance of a federal assistance award (grant) with the United States Department of Health and Human Services (HHS) for the Community Health Center Network's Cedar Community Health Center, Healthy Smiles Dental Clinic, St. Lawrence Community Health Center, and the Well Child Health Center.

In December 2007, the Health Department responded to a competitive grant opportunity through HHS' Health Resources and Services Administration (HRSA) to establish a New Access Point (NAP) Federally Qualified Health Center operation. In September 2008, due to limitations in HRSA's funding appropriations, ICHD's application was not funded. However, HRSA notified the Health Department that its application would be held in active status for a year and would be considered for future funding if funds became available.

On March 2, 2009 the Health Department received notification that its New Access Point grant application was funded and that it would receive \$1,300,000 over two years. This award was a consequence of the passage of the American Recovery and Reinvestment Act of 2009 (ARRA). Part of this Act appropriated funds to support the establishment of additional Community Health Centers in the nation's most distressed communities.

In addition to the direct federal assistance provided through this Notice of Grant Award (NGA), the sites included in the Health Department's grant application are now authorized as Section 330(e) Federally Qualified Health Centers under the Public Health Services Act. As a consequence, Cedar Community Health Center, Healthy Smiles Dental Clinic, St. Lawrence Community Health Center, and the Well Child Health Center are now 330(e) Federally Qualified Health Centers. The Department's Sparrow Community Health Center remains a 330(h) Federally Qualified Health Center and both Otto and Willow Community Health Centers remain Federally Qualified Health Center Look-Alikes.

The purpose of the ARRA New Access Point awards is to increase the number of medically vulnerable patients who have access to a health care home and to create new jobs. In ICHD's case, the awarded funds will be directed toward providing care to Ingham County's medically vulnerable populations with a target population of those at or below 200% of the federal poverty level who

reside in Census Tracts 2-8, 12-16, 19-21, 32, 33.01, 36.02, 37 and 65. More specifically, the direct federal assistance and the resultant associated program income will enable the Health Department to increase its services to an additional 4,766 unduplicated users by the end of Year 2. This increased capacity is projected to result in an additional 18,426 health care encounters per year by the end of Year 2. This increased capacity will be accomplished through the addition of eighteen new staff members as follows:

1. Provider Staff: 2.0 FTE Physician (1.0 FTE to be secured via contract), 1.0 FTE Nurse Practitioner, 2.0 FTE Dentists, 1.0 FTE Dental Hygienist, Total 6.0 of FTE.
2. Health Center Support Staff: 5.0 FTE Administrative Support Staff, 2.0 FTE Nurses, 2.0 FTE Clinical Support Staff, 2.0 FTE Dental Assistants, and 1.0 FTE Case Manager. Total 12 of FTE.

This two year agreement will not exceed \$320,000. This grant award also provides funding for behavioral health services to be provided directly within the Department's Health Centers. Consequently, the Health Department proposes to execute a Behavioral Health Services Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties. This agreement will not exceed \$160,000.

The Notice of Grant Award also communicates a two year project (March 1, 2009 – February 28, 2011) which is less than previous New Access Point FQHCs funded through HHS' appropriations. This reduced project period is attributable to the authorizing legislation (ARRA) being restricted to two years. This is of significant concern as there is no expectation that ARRA will be continued beyond this two year period (i.e. one time authorization). However, ongoing appropriations are a concern for all HRSA funded Health Centers with annual funding contingent on HHS' appropriations. Consequently, there is no guarantee of continued funding for all FQHCs. In addition, the Bureau of Primary Health Care has communicated to Congress, HHS, and the Office of Management and Budget that there will be a need for sustained funding in 2011 for the 126 organization funded through ARRA's New Access Point. Advocacy will be important in securing secure resources through the standard HHS' appropriations process.

In addition, the Ingham Community Health Center Board has reviewed, authorized (as your FQHC Co-applicant Board), and recommends the acceptance of the ARRA New Access Point Federal Assistance.

As a consequence, I recommend that the Board adopt the attached resolution and authorize acceptance of a federal assistance award in the amount of \$1,300,000 that will support increased capacity within four of the Health Department's Health Centers and that will establish these Health Centers as Federally Qualified Health Centers.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF A NEW ACCESS POINT
FEDERAL ASSISTANCE AWARD FROM THE UNITED STATES DEPARTMENT OF
HEALTH AND HUMAN SERVICES**

WHEREAS, the Ingham County Health Department responded to a competitive federal grant opportunity in December 2007 to increase access to care within Ingham County and to establish four of its Health Centers as Federally Qualified Health Centers (FQHC); and

WHEREAS, the Ingham County Health Department has long served as a safety net primary care provider for Ingham County's uninsured and underinsured with over 25,000 individuals currently finding a health care home with the County's Health Centers; and

WHEREAS, the United States Department of Health and Human Services has provided a Notice of Grant Award in the amount \$1,300,000, for the period of March 1, 2009 through February 28, 2011; and

WHEREAS, the Notice of Grant Award provides direct operational support to increase primary health care services to 4,766 new patients within four of the Health Department's Community Health Centers; and

WHEREAS, the Health Department proposes to use this federal assistance in support of primary care, dental, mental health, substance abuse, and supportive services for Ingham County's uninsured and underinsured; and

WHEREAS, the Ingham Community Health Center Board, as the Board of Commissioners FQHC Co-applicant Board, has reviewed and recommends the acceptance of this New Access Point Federal Assistance Award; and

WHEREAS, the Deputy Health Officer for Community Health Care Services has indicated that the following positions must be established in order to operationalize this federal grant award:

- Establish 5.0 FTE full time Community Health Representative II Positions (UAW D)
- Establish 2.0 FTE full time Clinical Assistant I Positions (UAW D)
- Establish 2.0 FTE full time Dental Assistant Positions (UAW D)
- Establish 1.0 FTE full time Dental Hygienist Position (UAW 15)
- Establish 2.0 FTE full time Health Center Nurse Positions (MNA 1)
- Establish 1.0 FTE full time Nurse Case Manager (MNA 3)
- Establish 1.0 FTE full time Nurse Practitioner (MNA 6)
- Establish 1.0 FTE full time Physician Position (MCF C)
- Establish 2.0 FTE full time Dentist Positions (MCF 14)

WHEREAS, the Notice of Grant Award provides funding for behavioral health services and the Health Department proposes to provide these services within the Health Centers through a contractual agreement with (CEI CMH) Community Mental Health Authority of Clinton, Eaton, and Ingham Counties; and

WHEREAS, the Notice of Grant Award provides funding for a 1.0 FTE Pediatric Physician and the Health Department will secure this position through a future Ingham Board County Board of Commissioners authorized contractual agreement; and

WHEREAS, the Notice of Grant Award provides \$100,000 for renovation expenditures for the Cedar Community Health Center in year one; and

WHEREAS, the Health Officer has advised the Board of Commissioners that this federal assistance award and the associated projected program income (reimbursement) will financially offset the direct personnel expenditures and the CEI CMH contractual expenditure; and

WHEREAS the Health Officer recommends that the Board of Commissioners authorize and accept this federal assistance award in the amount of \$1,300,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$1,300,000 in federal assistance for the period of March 1, 2009 through February 28, 2011.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of the following positions:

- 5.0 FTE full time Community Health Representative II Positions (UAW D)
- 2.0 FTE full time Clinical Assistant I Positions (UAW D)
- 2.0 FTE full time Dental Assistant Positions (UAW D)
- 1.0 FTE full time Dental Hygienist Position (UAW 15)
- 2.0 FTE full time Health Center Nurse Positions (MNA 1)
- 1.0 FTE full time Nurse Practitioner (MNA 6)
- 1.0 FTE full time Nurse Case Manager (MNA 3)
- 1.0 FTE full time Physician Position (MCF C)
- 2.0 FTE full time Dentist Positions (MCF 14)

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the execution of a Behavioral Health Services Agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties for behavioral health services not to exceed \$320,000, through February 28, 2011 following legal review.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes \$100,000 of the federal assistance award during year one to be expended toward renovations of the Cedar Community Health Center.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's FY 2009 Budget incorporating the receipt of this federal assistance award.

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

Agenda Item 6

RESOLUTION STAFF REVIEW

DATE February 6, 2009

Agenda Item Title: Resolution to Establish a Policy and Guidelines for Use of Electronic Devices, Computers, and Open Flames in County Facilities

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance____

Summary of Proposed Action: This resolution establishes a policy and guidelines to limit the use of electronic devices, control the use of computers and eliminate the use of items that produce an open flame.

Financial Implications: The policy will reduce energy consumption and will reduce liability to the County by eliminating open flames.

Other Implications: None.

Staff Recommendation: MM__X__ JN__ TL__ TM__ JC__
Staff recommends approval of the resolution.

MEMORANDUM

TO: County Services Committee

FROM: Rick Terrill, Facilities Director

DATE: February 5, 2009

SUBJECT: Resolution to Establish a Policy and Guidelines for Use of Electronic Devices, Computers, and Open Flames in County Facilities

The resolution before you authorizes the establishment of a policy and guidelines for the use of electronic devices, computers and open flames in county facilities. This is in effort to reduce energy consumption and identify safe practices. The policy is written as follows:

POLICY AND GUIDELINES FOR USE OF ELECTRONIC DEVICES, COMPUTERS, AND OPEN FLAMES IN COUNTY FACILITIES

The purpose of these guidelines is to outline the personal items and equipment that are not authorized to be used in county facilities other than those pieces of equipment that currently exist in designated or approved break areas. The Facilities Department along with the support of the Controller's Office will be asking the Board of Commissioners to adopt these guidelines and establish a policy that will reduce energy consumption and identify safe practices.

- 1.) No open flames are allowed in County facilities such as, but not limited to the following: candles, tea lights, etc.
- 2.) No personal electrical devices are to be used in offices or cubicles such as, but not limited to the following: space heaters, electric candle burners, hot plates, micro waves, coffee makers, refrigerators, etc.

Note: Exceptions to this would be small desk fans or radios if approved by department head.

- 3.) All computers, monitors, printers, and peripherals (or attached devices) must be shut off at the end of day.

Note: Exceptions to this would need to be approved by MIS and department head.

- 4.) Any electrical piece of equipment that is not approved by the Department Head and Board of Commissioners.

I recommend approval of this resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH A POLICY AND GUIDELINES FOR USE OF
ELECTRONIC DEVICES, COMPUTERS,
AND OPEN FLAMES IN COUNTY FACILITIES**

WHEREAS, it is the responsibility of the Facilities Department to find ways to reduce energy consumption and identify safe practices; and

WHEREAS, this policy is to eliminate the use of some electronic devices in offices or cubicles such as, but not limited to the following: space heaters, electric candle burners, hot plates, microwaves, coffee makers, refrigerators, etc; exceptions would be small desk fans or radios as approved by the department head; and

WHEREAS, this policy is also to provide safe practices in which no open flames are allowed in county facilities such as, but not limited to the following: candles, tea lights, etc.; and

WHEREAS, all computers, monitors, printers, and peripherals (or attached devices) must be shut off at the end of the day unless approved by the department head.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby agrees to implement this new policy and guidelines to help the County reduce energy consumption and identify safe practices in the facilities.

POLICY AND GUIDELINES FOR USE OF ELECTRONIC DEVICES, COMPUTERS, AND OPEN FLAMES IN COUNTY FACILITIES

The purpose of these guidelines is to outline the personal items and equipment that are not authorized to be used in county facilities other than those pieces of equipment that currently exist in designated or approved break areas. The facilities department along with the support of the Controller's Office will be asking the BOC to adopt these guidelines and establish a policy that will reduce energy consumption and identify safe practices.

- 5.) No open flames are allowed in County facilities such as, but not limited to the following: candles, tea lights, etc.
- 6.) No personal electrical devices are to be used in offices or cubicles such as, but not limited to the following: space heaters, electric candle burners, hot plates, micro waves, coffee makers, refrigerators, etc.

Note: Exceptions to this would be small desk fans or radios if approved by department head.

- 7.) All computers, monitors, printers, and peripherals (or attached devices) must be shut off at the end of day.

Note: Exceptions to this would need to be approved by MIS and department head.

- 8.) Any electrical piece of equipment that is not approved by the department head and BOC.

Agenda Item 7

RESOLUTION STAFF REVIEW

DATE March 24, 2009

Agenda Item Title: Resolution Rejecting the Tentative Agreement with the Michigan Association of Police

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

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

Summary of the Tentative Agreement:

1. **Duration:** January 1, 2008, through December 31, 2010.
2. **Longevity:** Longevity bonus shall be computed as a percentage of the employee's annual base salary or wage. Base salary for computations increased from eighteen to twenty thousand Dollars.
3. **Health Insurance:**

Premiums

Effective	<u>Jan. 1, 2008</u>	<u>Jan. 1, 2009</u>
Full Family	\$772.75	\$795.93
2-Person	\$688.48	\$709.13
Single	\$328.83	\$338.69
Retirees	\$346.70	\$357.10

Waiver

Full Family	=	\$ 201.85 if participating prior to 1/1/2007
2-Person	=	\$ 179.65 if participating prior to 1/1/2007
Single	=	\$ 106.09 if participating prior to 1/1/2007
New enrollment on or after 1/1/2007	=	\$ 106.09

Effective as soon as practicable, the Coalition of Public Safety (COPS) Employees Health Trust Plan shall be offered as an option to employees so long as the implementation and/or selection of the COPS Trust Plan by any bargaining unit member does not result in an increase in health insurance costs to the County or any of its employees. Additional costs, if any, above the benchmarks for the COPS Trust Plan shall be paid by the employee through payroll deduction.

Dual Coverage. For employees participating in the waiver plan prior to January 1, 2007, the spouse receiving the waiver payment will receive **\$106.09** per month as taxable compensation. For newly formed couples either through marriage or new employment on or after January 1, 2007, there will be no eligibility for health waiver payments.

4. **SALARY SCHEDULES**

January 1, 2008 - 3% increase

January 1, 2009 - 2% increase

January 1, 2010 - 2% increase

Financial Implications: The cost for modifications was included in the 2008 and 2009 Budget only.

Other Implications: None.

Staff Recommendation: MM___ JN___ TL X TM___ JC___

Staff recommends **rejection** of the resolution.

While the parties negotiated in good faith, changed circumstances (Ingham County's rapidly changing negative economic projection) does not support implementation of wages for 2010.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REJECTING THE TENTATIVE AGREEMENT WITH THE
MICHIGAN ASSOCIATION OF POLICE**

WHEREAS, the County Board of Commissioners had directed its bargaining team to negotiate a successor labor contract within certain economic parameters with the Michigan Association of Police; and

WHEREAS, a tentative agreement was reached in good faith between representatives of Ingham County and the Michigan Association of Police within the parameters established by the County Board for the period of January 1, 2008 through December 31, 2010; and

WHEREAS, the tentative agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the County's bargaining team recommended the employer's ratification of the tentative agreement; and

WHEREAS, between the time the tentative agreement was reached and the present, unforeseen, adverse economic conditions to the County have occurred; and

WHEREAS, these conditions have obviated the economic parameters previously established by the County Board of Commissioners and made part of the tentative agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby rejects the tentative agreement with Ingham County and the Michigan Association of Police.

BE IT FURTHER RESOLVED, that the County's bargaining team is directed to notify the Michigan Association of Police of the reasons for the County's rejection of the tentative agreement and is further directed to attempt to reach a successor labor contract based on the changed economic circumstances and the new economic parameters established by the County Board of Commissioners.

Agenda Item 8

RESOLUTION STAFF REVIEW

DATE March 26, 2009

Agenda Item Title: Resolution Authorizing a Three-Year Agreement with Waste Management, Inc. for Waste Removal and Recycling Services

Submitted by: Purchasing Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution authorizes Ingham County and the Facilities Department to enter into a three year contract with “Waste Management Inc.” for waste removal and recycling services to all County Facilities with the exception of Ingham County Parks.

Financial Implications: The first year of the contract is for \$30,749.00. The second and third year of the contract will increase based on Consumer Price Index (CPI) or 5%, which ever is less.

Other Implications: Six vendors were contacted and three submitted bids. No bids were received from Ingham County vendors. Waste Management, Inc. is located in Clinton County with a Lansing address. The Parks waste removal and recycling had previously been bid and awarded.

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.

COUNTY OF INGHAM

Purchasing Department

121 East Maple Street
Mason, Michigan 48854
Telephone: 517-676-7307
Fax: 517-676-7230
jvalentine@ingham.org

TO: County Services and Finance Committee
FROM: Janeil Valentine
DATE: March 26, 2009
SUBJECT: Bid Summary – Waste Removal and Recycling Services

Project: The project involved soliciting bids for waste removal and recycling services for all County facilities excluding the County Parks.

Bid Summary:

Vendors Contacted:	6	Local:	0
Vendors Responding:	3	Local:	0

The following firms submitted bids:

<u>Firm</u>	<u>Location</u>	<u>Base Bid</u>
Waste Management	Lansing (Clinton County)	\$30,749.00
Republic/Allied Waste	Kalamazoo	\$35,992.00
Granger Container Service, Inc.	Lansing (Clinton County)	\$43,608.00

Recommendation: It is the recommendation of the Purchasing Department in concurrence with the Fair and Facilities Department to award a contract to Waste Management Inc., for waste and recycling services for County facilities excluding the County Parks.

Advertisement:

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

Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A THREE-YEAR AGREEMENT WITH WASTE MANAGEMENT, INC. FOR WASTE REMOVAL AND RECYCLING SERVICES

WHEREAS, Ingham County has a need for waste removal and recycling services at all County facilities excluding County Parks; and

WHEREAS, the Purchasing Department solicited bids for these services and pricing information for multiple years; and

WHEREAS, an evaluation team comprised of representatives from the Facilities, Fair, and Purchasing Departments, has jointly recommended accepting the bid submitted by Waste Management, Inc., who submitted the lowest and most responsible bid; and

WHEREAS, Waste Management, Inc. offered a 36-month term, where the costs for the first year are fixed and the maximum rate increase for years 2 and 3 shall be based on the Consumer Price Index (CPI) or 5% whichever is less.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a three-year agreement with Waste Management, Inc. for waste removal and recycling services according to the bid response received from Waste Management, Inc.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7200 ● Fax: (517) 676-7264

TO: County Services Committee

FROM: Becky Bennett
Board Coordinator

SUBJECT: Resolution Prohibiting the Board of Commissioners From Appointing
Employees to Serve on Advisory Boards and Commissions that Oversee
the Operation of Their Department or Agency

DATE: March 30, 2009

Several Ingham County advisory boards and commissions oversee the operation of certain departments and agencies and have supervisory authority over the department heads and directors. Such boards include the Parks and Recreation Commission, Fair Board, Veteran's Affairs Committee, Housing Commission and Road Commission. It would be a conflict of interest for an employee of one of these departments to serve on a board that oversees the department or agency the employee is employed with. This resolution establishes a policy which would prohibit the Board from appointing employees to these boards and commissions.

If you have any questions, feel free to contact me.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PROHIBITING THE BOARD OF COMMISSIONERS FROM
APPOINTING EMPLOYEES TO SERVE ON ADVISORY BOARDS AND
COMMISSIONS THAT OVERSEE THE OPERATION OF THEIR
DEPARTMENT OR AGENCY**

WHEREAS, the Ingham County Board of Commissioners appoints county residents to a variety of advisory boards and commissions; and

WHEREAS, these advisory boards and commissions are important to the efficient operation of Ingham County Government; and

WHEREAS, some advisory boards and commissions have the responsibility of overseeing department heads and the services provided by certain departments or agencies; and

WHEREAS, while employees are eligible to serve on county boards and commissions, it would be a conflict of interest for employees of a department or agency to serve on a board that oversees operations of said department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby prohibited from appointing employees to serve on boards and commissions that directly or indirectly oversee the operation of the department or agency that they are employed with.

BE IT FURTHER RESOLVED, that this resolution will become effective immediately upon approval by the Board.

RESOLUTION STAFF REVIEW

DATE March 31, 2009

Agenda Item Title: Resolution to Amend Resolution #02-178 by Reducing the Maximum Amount Allowed For Short Form Authorization and the Purchase of Goods and Services

Submitted by: County Services Committee

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will lower the authorization to enter into contracts and purchase goods and services from \$25,000 to \$5,000.

Financial Implications: Contracts and the purchase of goods and services over \$5,000 will require full Board approval through the Resolution process.

Other Implications: This Resolution was submitted through the Board Office and will allow the full Board of Commissioners to review all Contracts and the purchase of goods and services over \$5,000. The purchase of food, medicine and medical supplies are exempt from this policy.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____
Staff recommends approval of the resolution.

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7200 ● Fax: (517) 676-7264

TO: County Services and Finance Committees

FROM: Becky Bennett
Board Coordinator

SUBJECT: Resolution to Amend Resolution #02-178 by Reducing the Maximum Amount Allowed For Short Form Authorization and the Purchase of Goods and Services

DATE: March 30, 2009

The Board of Commissioners previously approved a Short Form Authorization procedure which allows departments to enter into contracts in the amount of \$25,000 or less with the approval of the Purchasing Director, Controller/Administrator, and chairs of the Liaison Committee, Finance Committee and Full Board. Departments are also authorized to purchase goods and services up to \$25,000. Contracts purchases over \$25,000 require a Board resolution.

However, due to the difficult financial situation the County is facing, there is a desire to reduce the maximum amount allowed for the Short Form Authorization, and the purchase of goods and services from \$25,000 to \$5,000. The purchase of food, medicine and medical supplies are exempt from this policy.

The resolution also clarifies that the intent of the Short Form Authorization is to enter into contracts for services. This procedure is not to be used to amend dollar amounts previously approved by Board resolution.

ADOPTED - JULY 23, 2002
Agenda Item No. 8

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING RESOLUTION # 01-313 TO CHANGE THE COUNTY'S
PURCHASING POLICIES AND PROCEDURES**

RESOLUTION #02-178

WHEREAS, in 2001 the Ingham County Board of Commissioners amended policies and procedures regarding the purchase of goods and services for County funded Departments; and

WHEREAS, specific changes to purchasing policies and procedures have been recommended to reflect increases in dollar values as a result of inflation, and other changing circumstances; and

WHEREAS, these recommended changes will facilitate the operation of the Purchasing Department by streamlining various approval processes; and

WHEREAS, these recommended changes are consistent with the purchasing policies and procedures of other city and county governmental organizations within the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution No. 01-313 in accordance with the following:

- a. The minimum dollar level at which a County purchase order is required is increased from \$500 to \$2,500; and
- b. Goods and services shall be competitively procured where the anticipated cost exceeds \$2,500; and
- c. Three (3) written quotes shall be obtained when the anticipated cost is at least \$2,500 but less than \$10,000 with final approval from the Purchasing Director; and
- d. Three (3) written quotes shall be obtained when the anticipated cost is at least \$10,000 but less than \$25,000 with final approval from the County Controller and the Purchasing Director; and
- e. Formal sealed advertised bids and proposals shall be obtained by the Purchasing Department when the anticipated cost is over \$25,000 with final approval by the Board of Commissioners; and

f. The maximum dollar amount for which the Short Form Authorization (service contracts) can be used is increased from \$20,000 to \$25,000. Approval of the Purchasing Director, Controller, Liaison Chairperson and Finance Chairperson is required. A contract over \$25,000 requires approval by Board Resolution. All contracts must be approved as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorize the Purchasing Department to proceed with implementing a procurement card program.

BE IT FURTHER RESOLVED, that the competitive bidding requirement shall not be applicable to any transactions between Ingham County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases.

BE IT FURTHER RESOLVED, that the purchase of goods and services through Cooperative Purchasing Agreements, such as the State of Michigan Extending Purchasing Program, which selects its vendors through an open competitive process, shall not be subject to the aforementioned purchasing policy.

ADMINISTRATIVE SERVICES/PERSONNEL: Yeas: Swope, De Leon, Celentino, Severino

Nays: None **Absent:** Lynch **Approved 7/16/02**

FINANCE: Yeas: Grebner, Stid, Swope, Krause, Hertel, Schafer

Nays: None **Absent:** Minter **Approved 7/17/02**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #02-178 BY REDUCING THE MAXIMUM AMOUNT ALLOWED FOR SHORT FORM AUTHORIZATION AND THE PURCHASE OF GOODS AND SERVICES

WHEREAS, Resolution #02-178 amended the policies and procedures regarding the purchase of goods and services for County funded departments by increasing the maximum amount for goods and services and the Short Form Authorizations for contracts from \$20,000 to \$25,000; and

WHEREAS, departments may use the Short Form Authorization to enter into contracts in the amount of \$25,000 or less with the approval of the Purchasing Director, Department Head, Controller/Administrator, and chairs of the Liaison Committee, Finance Committee and Full Board.

WHEREAS, due to difficult financial times facing Ingham County, the Board wishes to reduce the maximum dollar amount allowed for the Short Form Authorization and the purchase of goods and services without a Board resolution from \$25,000 to \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #02-178 in accordance with the following:

Three (3) written quotes shall be obtained when the anticipated cost is at least \$2,500 but less than \$5,000 with final approval from the Purchasing Director and Controller/Administrator. The purchase of goods and services over \$5,000 requires approval by Board resolution. The purchase of food, medicine and medical supplies are exempt from this policy.

The maximum dollar amount for which the Short Form Authorization (service contracts) can be used is \$5,000. Approval of the Purchasing Director, Controller/Administrator, Liaison Chairperson, Finance Chairperson, and the Chairperson of the Board of Commissioners is required. A contract over \$5,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the intent of the Short Form Authorization is to enter into contracts for services, this process is not to be used to amend dollar amounts previously approved by Board resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING AUSTIN DONOHUE

WHEREAS, Austin Donohoe is currently a senior at Williamston High School where he enjoys participating in band, tennis, swimming and Business Professionals of America; and

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

WHEREAS, Austin began his scouting career as a Cub Scout, where he earned the Arrow of Light, 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, Austin's service project entailed rebuilding a footbridge at Mystic Lake YMCA Camp where he serves as a camp counselor; and

WHEREAS, with 35 merit badges, Austin has earned the rank of Eagle Scout.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Austin Donohoe 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.

MEMORANDUM

March 26, 2009

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: Parks Line Item Transfer Requests – Lion Exhibit Renovation and Purchase of Golf Carts and Segway

Please see attached line item transfer requests for your approval. The first request would transfer \$5,200 from the Zoo contingency account to a capital project account to perform an upgrade to the Lion Exhibit. On March 17, this was approved as an emergency purchase due to safety concerns. Please note, the zoo contingency account is entirely separate from the general fund contingency account and is funded by the Potter Park Zoo millage. The budget for this account is \$40,600.

The second request would transfer \$15,000 budgeted for a police car to instead purchase two golf carts and one segway. The Parks Department has determined that since the police patrol within the parks, the golf carts and segway are more economical, practical for trail patrol, and environmentally friendly choices compared to a police car.

Because of the dollar amount (more than \$5,000 and less than \$25,000), these transfer requests require approval by the County Services and Finance Committees. Your approval of these transfer requests is recommended.

LINE ITEM TRANSFER REQUEST

Department	ZOO	03/17/09	
Auth. Code	PARKSMB	Contact Karen	342-2771
Reason for Transfer (explain fully)	Transfer from contingency to Lion Renovation. Exhibit is being upgraded due to safety concerns.		

	From	Amount		To	Amount
Acct	258-69200-969220 (contingency)	5,200.00	Acct	258-69900-977000- 0922Z (leasehold improvements)	5,200.00
Acct			Acct		
Acct			Acct		
Acct			Acct		
Acct			Acct		
Acct			Acct		
	Total	\$5,200.00		Total	\$5,200.00

BUDGET OFFICE VERIFICATION BELOW THIS LINE

Transfer Action Required	5		
Description	Equipment Transfers over \$5,000 but less than \$25,000		
Budget Office	TM	Date	3/17/09
Input Done		Date	
Controller		Date	
Liaison Comm		Date	
Resolution #		Date	

LINE ITEM TRANSFER REQUEST

Department	PARKS	03/23/09	
Auth. Code	PARKSMB	Contact Karen	244-7186
Reason for Transfer (explain fully)	Transfer CIP funds for a police car purchase to the purchase of two golf carts and one segway. Given that the police patrol in the parks these are economical as well as practical for trail patrol and environmentally friendly choices.		

	From	Amount		To	Amount
Acct	664-80000-978010-C7529 (machinery – cars & trucks)	15,000.00	Acct	664-75299-978000 (machinery & equipment)	15,000.00
Acct			Acct		
Acct			Acct		
Acct			Acct		
Acct			Acct		
Acct			Acct		
Acct			Acct		
	Total	\$15,000.00		Total	\$15,000.00

BUDGET OFFICE VERIFICATION BELOW THIS LINE

Transfer Action Required	5		
Description	Equipment Transfers over \$5,000 but less than \$25,000		
Budget Office	TM	Date	3/26/09
Input Done		Date	
Controller		Date	
Liaison Committee		Date	
Resolution #		Date	

RESOLUTION STAFF REVIEW

DATE March 25, 2009

Agenda Item Title: Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS__X__, Finance __X__

Summary of Proposed Action:

This resolution would appropriate \$40,000 to the Potter Park Zoological Society to be used to promote the Potter Park Zoo. It is intended that the appropriation will be in addition to funds (\$20,000) already budgeted by the Zoological Society for this purpose. The Potter Park Zoological Society is a private 501(c) 3 non-profit organization whose sole function is to raise funds for, and to support, the Zoo.

The Zoo Board, in cooperation with the Zoological Society, has established a committee of volunteer professionals with expertise in this area to oversee expanded efforts to advise the public what the Zoo has to offer.

Although this appropriation is very similar to other community agency appropriations within the budget, it will differ in two ways. First, the funds will come from the Zoo millage budget and not require any General Fund appropriation. Second, the level of oversight will be greater since the Zoological Society works on a daily basis with Zoo and Parks staff with offices located at the Zoo. The Potter Park Zoological Society will, on a monthly basis, supply the county with invoices detailing the expenditures and county staff will, on a monthly basis, include with monthly financial reports a marketing expense report to the Zoo Board.

Financial Implications:

Funds in the amount of \$40,000 will be transferred from the Potter Park Zoo Fund to the Potter Park Zoological Society contingent upon development of a contract.

Other Implications: None.

Staff Recommendation: MJM__X__ JN____ TL____ TM____ JC____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A FUND TRANSFER
TO THE POTTER PARK ZOOLOGICAL SOCIETY**

WHEREAS, the electorate of Ingham County overwhelmingly approved the millage proposal in November of 2006 to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

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

WHEREAS, in that capacity, the Zoological Society supports: the Education Department, which provides over 500 programs per year that reach almost 25,000 students; the Docent Association, that currently has over 120 volunteers; the Teen Zookeeper Program, enrolling over 100 students each year; the Zookambi summer school program, a program that educates over 400 students per summer; and

WHEREAS, the Zoological Society operates the concession stands, gift shop, and pony rides; and sponsors special events with the help of over 35 seasonal employees; and

WHEREAS, the Zoological Society operates on a \$900,000 budget, over \$600,000 of this is spent on supporting the Potter Park Zoo through educational programming, special events, operating costs, and capital improvements; and

WHEREAS, the Potter Park Zoological Society Board of Directors is comprised of 16 enthusiastic community leaders; and

WHEREAS, a member of the Potter Park Zoological Society Board and a member of the Potter Park Zoo Board compose a Public Relations & Marketing sub-committee to raise community awareness and interest in the Potter Park Zoo; and

WHEREAS, the Ingham County Board of Commissioners approved the transfer of \$40,000 from the proceeds of the Potter Park Zoo Millage to the Potter Park Zoological Society for 2008 marketing purposes; and

WHEREAS, the Potter Park Zoological Society Board has approved within their 2009 Society budget \$20,000 for promotion and printing; and

WHEREAS, the Potter Park Zoological Society has agreed to provide, on a monthly basis, invoices detailing spending of all marketing funds; and

WHEREAS, county staff will, on a monthly basis, include with monthly financial reports a marketing expense report to the Zoo Board; and

WHEREAS, the Ingham County Potter Park Zoo Board (Resolution #02-09) and the Parks & Recreation Commission (Resolution #17-09) recommend that the Board of Commissioners authorize the transfer of \$40,000 to be used by the Potter Park Zoological Society for 2009 marketing purposes.

Agenda Item 11b

THEREFORE BE IT RESOLVED, the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners authorize a transfer of \$40,000 from the proceeds of the Potter Park Zoo Millage to be used by the Potter Park Zoological Society for 2009 marketing purposes.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.