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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, JANUARY 20, 2009 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [December 2, 2008](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews - Parks & Recreation Commission
2. Ingham County Treasurer
 - a. Resolution Approving Entering into an Agreement with Kelley Cawthorne, PLLC and John Crongeyer, Esq. to Join in a [Class Action](#) Lawsuit Against On-Line Hotel Booking Companies
 - b. Resolution to Set Policy for Certain [Delinquent Tax](#) Payments
3. Housing Commission - Resolution Accepting 2008 Community Development Block Grant Funding from the [Michigan State Housing Development Authority](#) in the Amount of \$256,100
4. Ingham County Parks & Recreation Commission
 - a. Resolution Honoring the Preserve [Lake Lansing Trails](#) Committee and Volunteers
 - b. Resolution Authorizing a Contract Between Republics/Allied Waste Services of Western Michigan and Ingham County for [Dumpster Service](#) at All Ingham County Parks
5. Health Department
 - a. Recommendation to [Start a Dentist](#) at Step 5
 - b. Resolution to Adjust the [Status of a Position](#) in the Health Department
6. Facilities Department
 - a. Memorandum Regarding Emergency Repair – [Jail Hot Water Storage Tank](#)
 - b. Resolution Authorizing Entering into a Lease Agreement with the Agricultural Preservation Board for Use of [Office Space](#) in the Economic Development Office at the Hilliard Building

- c. Resolution Authorizing a Contract with [AT&T Wireless](#) and ID Solutions to Upgrade the Interior Analog Surveillance System to a Digital IP Based Security System at the Ingham County Veterans Memorial Courthouse and Grady Porter Building
 - d. Information – [2008 Capital Improvement Project](#) Summary (CIP) Report
7. Human Resources Department
- a. Resolution Approving [Annual 2009 and 2010 Compensation](#) for Non-Judicial County-Wide Elected Officials
 - b. Resolution Extending an Agreement with the [Accident Fund](#) for Administration of the Self-Funded Workers' Compensation Program
 - c. Prosecuting Attorney's Office – Request for an [Employee Special Leave](#)
 - d. Facilities Department - UAW Grievance #117
8. MIS Department
- a. Request for In-State Travel Expenses for [Two MIS Engineers](#)
 - b. Request for [Travel Expense Reimbursement](#)
 - c. Resolution to Approve the Renewal of the [US Signal Annual Support Agreement](#)
9. County Services Committee
- a. Ingham County Women's Commission [2008 Annual Report](#)
 - b. Lansing Area Economic Partnership (LEAP) [2009 Membership](#) Communication
 - c. Resolution Recognizing "[Black History/Cultural Diversity Month](#)" in Ingham County
10. Controller's Office - Resolution to Amend the [2009 Fair Fund Budget](#)

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

December 2, 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, Janeil Valentine, Doug Stover, Paul Pratt and others

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 November 10 and 18, 2008 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SOULE, TO APPROVE THE NOVEMBER 10 AND NOVEMBER 18 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Copedge and Severino

Additions to the Agenda

- 2. Substitute Resolution
- 5f. Resolution Honoring Alpha Kappa Alpha, Sorority, Inc.
- 5g. Resolution Honoring Dorothy Gonzalez

Limited Public Comment None

(Comm. Copedge arrived at 7:05 p.m.)

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

- 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
 - f. Resolution Honoring Alpha Kappa Alpha, Sorority, Incorporated
 - g. Resolution Honoring Dorothy Gonzales
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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

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

1. Interviews
 - a. Youth Commission

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

Tyrone Bonds	Zachari Cahimba
Elzie Cannon	Joe Lipsey III
Raven Odom	Alisha Parks
Samantha Rae Rinehart	Cullen Smith
Rebecca Walzak	Sandra Yang
Terry Young	Kirsten Zdebski
Raquel Claybrooks	Ronicea Morgan

- b. Fair Board

The Committee interviewed the following applicants for a position on the Ingham County Fair Board:

(Comm. Severino arrived at 7:25 p.m.)

Scott Clark
Harvey Fanson
Amie Ostrander
Don Sherwood

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DELEON, TO RECONSIDER THE VOTE ON THE CONSENT AGENDA AND TO SEPARATE ITEM 3B. MOTION CARRIED UNANIMOUSLY.

COMM. SEVERINO VOTED IN FAVOR OF THE CONSENT AGENDA AND VOTED “NO” ON ITEM 3B.

Announcements

Comm. Copedge thanked Ms. Bennett for placing item 5f on tonight’s agenda. Comm. DeLeon thanked Ms. Bennett for placing item 5g on tonight’s agenda.

The Committee held a brief discussion about expanding the Youth Commission. Ms. Bennett stated the Resolution that authorized the creation of the Youth Commission would have to be amended to increase the membership. She will put this item on the Board’s agenda.

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. SOULE, TO RECOMMEND THE EXPANSION OF THE YOUTH COMMISSION BOARD AND TO APPOINTMENT ALL OF THE YOUTH COMMISSIONERS WHO INTERVIEWED THIS EVENING. MOTION CARRIED UNANIMOUSLY.

Fair Board:

Comm. DeLeon informed the Commissioners that Paula Simon will not be on the Fair Board next year. She further stated she would like to replace this individual with a similar person. The Committee discussed this idea briefly.

Public Comment None

The meeting adjourned at 7:56 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF REVIEW

DATE January 7, 2009

Agenda Item Title: Resolution Approving Entering into an Agreement with Kelley Cawthorne, PLLC and John Crongeyer, Esq. to Join in a Class Action Lawsuit Against On-Line Hotel Booking Companies

Submitted by: Ingham County Treasurer

Committees: LE____, JD____, HS____, CS____*, Finance____*

Summary of Proposed Action: This resolution authorizes the Treasurer to join a class action lawsuit against hotel room wholesalers. The County will join the lawsuit with other Counties, represented by Kelley Cawthorne, PLLC.

Financial Implications: The attorney fees will be of no cost to the County regardless of the outcome of the lawsuit. If successful, the County should experience a nominal increase in hotel tax revenue in the future.

Other Implications: If the lawsuit is successful, the County will assist to uphold the integrity of enforcement of our local ordinance.

Staff Recommendation: MM X JN ____ TL ____ TM____ JC ____
Staff recommends approval of the resolution.

Memorandum

To: County Services and Finance Committees of the Ingham County Board of Commissioners

From: Eric Schertzing, Ingham County Treasurer

Re: Legal Representation Agreement/Hotel Tax Ordinance

Date: January 7, 2008

My office was asked to join a class action lawsuit against hotel room wholesalers. The issue is whether the wholesaler is paying the appropriate Hotel/Motel Tax pursuant to Ingham County Ordinance (Resolution No. 91-234). The allegation is that hotel room wholesalers purchase rooms at reduced rates and then the wholesaler offers the room to consumers via the internet at a higher rate. Currently, the hotel tax is assessed on the reduced rate the wholesaler paid, rather than the actual price the consumer paid. The lawsuit seeks a legal ruling that the tax should be imposed on the higher rate the consumer paid.

Former Attorney General Frank J. Kelley's law firm, Kelley Cawthorne PC, is representing a number of other Michigan counties in this class action litigation. In my opinion, Ingham County should join this class action. If the allegation is true, Ingham County should experience a nominal increase in hotel tax revenue in the future. More important, if the allegations are true, this lawsuit will strive to uphold the integrity of enforcement of our local ordinance. There is no financial commitment for attorney fees or costs whatsoever to Ingham County regardless of the outcome of the litigation.

REPRESENTATION AGREEMENT

Come now the law firms of Kelley Cawthorne, PLLC and John Crongeyer, Esq. (“Counsel”) and Ingham County, Michigan (“Client”) and agree as follows:

Client hereby engages and authorizes Counsel to exclusively represent it in regards to any claims Client may have against on-line hotel booking companies such as Hotels.com L.P., Expedia, Inc., Orbitz, Inc., etc. (hereinafter the “Class Action”) for taxes, including without limitation hotel excise taxes pursuant to State of Michigan Public Act 263 of 1974, MCL §141.861. *et seq.* (hereinafter collectively referred to as the “Hotel Tax Claims”) owed by said entities to the Client directly or through the State of Michigan as its collection agent. In conjunction with such representation, Client specifically authorizes Counsel to add Client as a named party to the Class Action.

Counsel and Client agree that all fees and expenses of Counsel incurred in this representation of Client shall be paid out of the proceeds, if any, obtained in the Class Action on behalf of Client and other Class members in the amounts and conditions as determined by the Court in the Class Action and that such will be the sole obligation of Client for their legal fees and expenses in regards to this representation. If a Class Action is not certified by the Court, then in no event shall counsel fees exceed one-

third of any proceeds. If there are no proceeds, the Client is not responsible for any legal fees and expenses related to this action.

So AGREED, this _____ day of December, 2008.

COUNSEL

CLIENT

By: _____
Dennis O. Cawthorne
Kelley Cawthorne, PLLC
On behalf of all Counsel herein

By: _____
Ingham County, Michigan

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING ENTERING INTO AN AGREEMENT WITH KELLEY
CAWTHORNE, PLLC AND JOHN CRONGEYER, ESQ.
TO JOIN IN A CLASS ACTION LAWSUIT AGAINST
ON-LINE HOTEL BOOKING COMPANIES**

WHEREAS, on-line hotel booking companies purchase blocks of rooms at area hotels at a discounted rate and book the rooms on-line at a higher rate; and

WHEREAS, the on-line hotel booking companies pay the County hotel excise tax dollars at the discounted rate, rather than the rate actually charged for the rooms; and

WHEREAS, the Ingham County Treasurer requests that the County join with the law firms of Kelley Cawthorne, PLLC and John Crongeyer, Esq. in a proposed class action hotel lawsuit against on-line hotel booking companies to recoup some of these tax dollars; and

WHEREAS, if this is approved by the Board, the County would be entitled to make a claim for the difference in hotel excise tax dollars collected by the on-line hotel booking companies and the tax dollars actually paid to the County by these companies; and

WHEREAS, the County Attorney has reviewed the proposed litigation arrangement; and

WHEREAS, the County will incur no costs by participating in this class action lawsuit.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into an agreement with Kelley Cawthorne, PLLC and John Crongeyer, Esq. to join with others in a Class Action lawsuit against on-line hotel booking companies for the purpose of making a claim for tax dollars, including without limitation hotel excise taxes pursuant to State of Michigan Public Act 263 of 1974, MCL 141.861, *et seq.*

BE IT FURTHER RESOLVED, that fees and expenses incurred by Kelley Cawthorne, PLLC and John Crongeyer, Esq. will be paid out of the proceeds, if any, obtained in the Class Action on behalf of Ingham County and other class members in the amounts and conditions as determined by the Court in the Class Action.

BE IT FURTHER RESOLVED, that if a Class Action is not certified by the County, in no event shall counsel fees exceed one-third of any proceeds and if there are no proceeds, the County is not responsible for any legal fees and expenses related to this action.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary agreements upon approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 7, 2009

Agenda Item Title: Resolution to Set Policy for Certain Delinquent Tax Payments

Submitted by: Ingham County Treasurer

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action: This resolution renews current county policy for the collection of delinquent property taxes in conformance with Section 211.59(3) of the General Property Tax Act. This section of the Act allows the Board of Commissioners, by resolution, to waive delinquent property taxes and associated interest, fees, or penalties for statutorily defined eligible taxpayers under specified conditions. The proposed policy would be in effect for the years 2009 and 2010.

Financial Implications: The annual budgetary impact of the proposed policy is estimated to be several thousand dollars at a maximum.

Other Implications: None.

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 TO SET POLICY FOR CERTAIN DELINQUENT TAX PAYMENTS

WHEREAS, the General Property Tax Act (act 206 of 1893) governs procedures for the collection of delinquent property taxes; and

WHEREAS, the Treasurer is presenting this resolution in continuance of prior policy of the County; and

WHEREAS, the minimal fiscal impact is currently budgeted; and

WHEREAS, at Section 211.59 (3) it specifically states that 'For taxes levied after December 31, 1998, a county board of commissioners, by resolution, may provide all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for that credit to the county treasurer, and if that claimant has not received the credit before March 1:

- (a) Any interest, fee or penalty in excess of the interest, fee, or penalty that would have been added if the tax had been paid before February 15 is waived.
- (b) Interest paid under subsection (1) or section 89(1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.
- (c) The county property tax administration fee is waived; and

WHEREAS, the utilization of Section 211.59(3), is in the public interest.

THEREFORE BE IT RESOLVED, that the County Treasurer is authorized to use the provisions of Section 211.59(3) for 2009 and 2010.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

Agenda Item 3

RESOLUTION STAFF REVIEW

DATE January 7, 2009

Agenda Item Title: Resolution Accepting 2008 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$256,100

Submitted by: Housing Commission

Committees: LE____, JD____, HS____, CS____*, Finance____*

Summary of Proposed Action: This resolution authorizes the Housing Commission to accept a Block Grant from the Michigan State Housing Development Authority to rehab six apartments for rent, to low to moderate income persons in Williamston.

Financial Implications: The grant award is \$256,100 and has no cost to Ingham County.

Other Implications: None.

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

INGHAM COUNTY HOUSING COMMISSION

**RESOLUTION ACCEPTING 2008 COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT
AUTHORITY IN THE AMOUNT OF \$256,100**

RESOLUTION #2009-01

WHEREAS, the Michigan State Housing Development Authority has granted \$256,100 to Ingham County for the purpose of rental rehabilitation in the City of Williamston; and

WHEREAS, staff for the Ingham County Housing Commission has requested the acceptance of the grant and the authority to run the program for the County of Ingham; and

WHEREAS, the grant will rehabilitate 6 apartments for low to moderate income tenants in the City of Williamston.

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

BE IT FURTHER RESOLVED, that the acceptance of the grant is contingent upon the approval of the Ingham County Board of Commissioners.

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ACCEPTING 2008 COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT
AUTHORITY IN THE AMOUNT OF \$256,100**

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 \$256,100 for rental rehabilitation in the City of Williamston; and

WHEREAS, the Ingham County Housing Commission through its Resolution No. 2009-01 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 \$256,100 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 as to form by the County Attorney.

Agenda Item 4a

RESOLUTION STAFF REVIEW

DATE January 8, 2009

Agenda Item Title: Resolution Honoring the Preserve Lake Lansing Trails Committee and Volunteers

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS*____, Finance ____

Summary of Proposed Action:

This resolution recognizes and commends the members and volunteers of the Preserve Lake Lansing Trails Committee for taking an early lead in developing the local match commitments that were required to be eligible for a Michigan Natural Resources Trust Fund grant to support the 120 acre expansion of Lake Lansing Park-North.

This committee received donations from over 1,000 donors and in less than five months met their goal to raise \$150,000. Since the November 1, 2008 deadline for fundraising, donations have continued to arrive, totaling over \$163,000. Funds in excess of the \$150,000 will be held in trust for future stewardship of the land.

Financial Implications:

None.

Other Implications:

None.

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

Staff recommends approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING
THE PRESERVE LAKE LANSING TRAILS COMMITTEE AND VOLUNTEERS**

WHEREAS, the 410 acres of natural recreation area, woods and trails that comprise Lake Lansing Park-North as we know it today, was established with the help of Lake Lansing Nature Conservancy volunteers, over a period of years from 1978-1986; and

WHEREAS, in 2008 the Preserve Lake Lansing Trails Committee, in partnership with the Friends of Ingham County Parks, took an early lead in developing the local match commitments that were required to be eligible for a Michigan Natural Resources Trust Fund grant to support the 120 acre expansion of Lake Lansing Park-North; and

WHEREAS, members of the committee communicated their support of preserving this land by attending multiple Township, County and State meetings; and

WHEREAS, committee members met regularly to organize various tasks and duties, developed a web-site, clearly articulated the importance of the project to the community through media contacts and individual communications, organized a fundraising campaign; and

WHEREAS, this grass roots committee with deep community ties engaged in a series of outreach and fundraising efforts, including a walk/run, rock-a-thon, Meridian Farmers Market booths, store front tables, sale of a canoe; and

WHEREAS, donations were received from over 1,000 donors, including private citizens, businesses, foundations, civic organizations; and

WHEREAS, in a remarkable show of community spirit and support for this project, this committee, in less than five months met their goal to raise \$150,000; and

WHEREAS, since the November 1, 2008 deadline for fundraising, donations have continued to arrive, totaling over \$163,000; and

WHEREAS, funds in excess of the \$150,000 will be held in trust for future stewardship of the land.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby commends the following dedicated individuals who went above and beyond to ensure the preservation of this land for the enjoyment of future generations:

Nanette Alton	Sharon Castle	Laura Gilles	Bump Nelson
Cathy Benson	Hannah Davidson	Shawn Grady	Steve Schmidt
Cypress Borgia	George Davidson	Noreen Harty	Helen Tanner
Bryce Borgia	Lisa Davidson	Dianne Holman	Howard Tanner
Julie Brixie	Duncan Davidson	Michael Hood	Tom Vali
Art Cameron	Martha Davidson	Doug Jung	F.T. "Doc" Wallace
Marlene Cameron	Pat Gebes	Leslie Kuhn	Sally Wallace
Dave Card	Vince Gebes	Curt Munson	

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its sincere appreciation to the above-mentioned individuals, as well as all those individuals who worked on the project, donated directly to the project, or who provided in-kind donations, thereby providing another wholesome recreation environment for the community at Lake Lansing Park-North and improving the quality of life in Ingham County.

RESOLUTION STAFF REVIEW

DATE January 9, 2009

Agenda Item Title: Resolution Authorizing a Contract Between Republics/Allied Waste Services of Western Michigan and Ingham County for Dumpster Service at All Ingham County Parks

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE. ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action:

Award contract to provide dumpster service for all Ingham County Park locations including the Potter Park Zoo.

Financial Implications:

Funds are budgeted for 2009.

Other Implications: None.

Staff Recommendation: MM 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

Recommendation to Enter Into Contract with Republic/Allied Services of Western Michigan.

Project: Dumpster Services for all Ingham County Parks

Proposal Summary:

Vendors Contacted: 4 Local: 2
Vendors Responding: 3 Local: 2

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

The following firms submitted proposals:

<u>Firm</u>	<u>Requested Local Preference</u>	<u>Annual Cost</u>
Granger Container Service, Inc.	Yes	\$22,383.00
Republic/Allied Waste Services of Western Michigan	No	\$16,533.00
Waste Management	Yes	\$29,917.00

Recommendation: It is the recommendation of the Parks Department in concurrence with the Purchasing Department to award a contract to Republic/Allied Waste Services of Western Michigan for dumpster service for all Parks.

Janeil Valentine
Purchasing Department
517-676-7307

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT BETWEEN REPUBLICS/ALLIED
WASTE SERVICES OF WESTERN MICHIGAN AND INGHAM COUNTY FOR
DUMPSTER SERVICE AT ALL INGHAM COUNTY PARKS**

WHEREAS, the current contract with Allied Waste Services of Western Michigan for dumpster service at all Ingham County Parks expired in December of 2008; and

WHEREAS, Allied Waste Services of Western Michigan merged with Republic Waste Services and Allied Waste Services became Republic/Allied Waste Services of Western Michigan; and

WHEREAS, the Purchasing Department secured sealed bids from three providers; and

WHEREAS, Republic/Allied Waste Services of Western Michigan was the low bid, and the Purchasing Department recommends the bid be accepted; and

WHEREAS, the Parks & Recreation Commission recommends that the Board of Commissioners authorize a contract between Ingham County and Republic/Allied Waste Services of Western Michigan for dumpster service at all Ingham County parks not to exceed the first year annual cost of \$16,533, with an annual option to renew the contract for three years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract be entered into with Republic/Allied of Western Michigan for dumpster service at all Ingham County parks.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County attorney.

MEMORANDUM

DATE: 01.13.09

TO: County Services Committee

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org *
Fax 517.887.4396

RE: Dentist New Hire –Advance Step Placement - Health Department

Human Resources supports and recommends approval of Dr. Dean Sienko's request for advance grade placement. As presented in the January 8, 2009 documentation; the occupation is in great demand. Accordingly, by necessity, it must be treated as a labor market exception. Normal rate range progression is not an option.

Consistent with provisions of the **Managerial and Confidential Employee Personnel Manual, B. Compensation Plan, Item 7, Page 3...** Human Resources recommends approval of the request to start Dr. Stephen Pittel at M14, Step 5 Level.

xc: Dr. Dean G. Sienko, M.D.,MS, Health Officer
Dr. Jaeson T. Fournier, MPH Deputy Health Officer
Ms. Barb Mastin, Chief Operating Officer
Mr. John Jacobs, CPA, Chief Financial Officer
File

MEMORANDUM

TO: County Services Committee

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

DATE: January 8, 2009

Re: Recommendation to Start a Dentist at Step 5

The Health Department currently has a vacant dentist position that has remained open since February, 2007. The Department's lag in filling this position is not unique as many of our brethren Health Departments and Community Health Centers find it difficult to recruit dentists. Additionally, there is national recognition that the marketplace for dentists is very competitive and that there is a shortage of dentists available to serve the needs of the medically underserved.

In order for the Department to maintain high quality dental care for its adult dental population and to maintain revenue projections resulting from dental services it is critical to recruit and retain a dentist. Competitively recruiting a dentist today requires salary considerations beyond Step 1 of the M14 salary grade as stipulated within the County's Managerial and Confidential Agreement.

Dr. Stephen Pittel is a 1982 University of Detroit School of Dentistry graduate. Since graduation Dr. Pittel has owned and operated a private dental practice in Warren, MI. In addition, Dr. Pittel serves as an officer with the Michigan Air National Guard and currently holds the title of Chief Dental Officer within the Guard. Both of these professional endeavors have provided Dr. Pittel with diverse dental experiences. In fact, the Health Department and its patients have already benefited from this experience as Dr. Pittel has been functioning as a contractual dentist with the Health Department since November 2008.

As Dr. Pittel has come to know the Health Department's dental operations he has expressed interest in the full time position. Following an interview for this position, Dr. Pittel indicated that he is willing to accept the full time position contingent on step 5 in the Dentist salary range, (\$92,667). Consequently, I am recommending that the County Services Committee authorize a starting salary for Dr. Pittel at the M14 - 5 level.

c: Jaeson T. Fournier, DC, MPH, Deputy Health Officer, Health Department
John Jacobs, CPA, Chief Financial Officer, Health Department
Tony Lindsey, Director, Human Resources

RESOLUTION STAFF REVIEW

DATE January 9, 2009

Agenda Item Title: Resolution to Adjust the Status of a Position in the Health Department

Submitted by: Health Department

Committees: LE____, JD____, HS____*, CS____*, Finance____*

Summary of Proposed Action:

This resolution would authorize the conversion of an Account Clerk – Position #601343 from three-quarter to full-time status. This request is made to accommodate the extra time the staff person is spending providing support to the tobacco vendor licensing program and the tobacco vendor citation program.

<u>UAW Pay Grade</u>	<u>Job Title</u>
Redlined 08 – Step 5 - \$26,718.75	Account Clerk - OYC

Financial Implications:

A new annual salary increase of \$8,519 plus \$1,823 increased fringe benefit costs and the removal from the Redline Classification designation. The new grade placement at UAW D - Step 5 is \$35,069 annual salary cost. The Budget and the Health Departments projects a total cost increase of \$10,342.

Other Implications:

Addressing Department staffing needs; elimination of a Redlined Position; UAW support requested and received.

Staff Recommendation: MM____ JN____ TL X TM____ JC____
Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Dean G. Sienko

Date: January 8, 2009

Subject: Recommendation to Change the Status of a Position in the Health Department

One of the cost cutting measures the Health Department made in October was to eliminate a Community Health Representative II position in the Well Child Health Center and relocate the Health Program Assistant in Planning and Special Services, Health Promotions Program to the Well Child Health Center. Some of the duties and responsibilities have been re-assigned to others in Planning and Special Services however, the tobacco vendor licensing and compliance check operations have been allocated to the three quarter time Account Clerk in the Office for Young Children (Position # 601343).

This is a recommendation to change the status of the Account Clerk (Position # 601343) in the Office for Young Children from three quarter time to full-time. The recommendation is being made to support the additional duties and responsibilities the position has assumed. The added cost to the Health Department of \$10,342 (\$6,895 for the remainder of 2009) will be covered by a combination of \$5,342 in expected monetary civil penalties for violation of the tobacco regulation and \$5,000 in grant revenues from the American Legacy Foundation already budgeted for the tobacco program. Human Resources and the UAW are supportive of this change. I recommend that the Board of Commissioners adopt the attached resolution and authorize the change in status for Position # 601343, effective February 2, 2009.

Attachment

c: Laura Peterson w/attachment
John Jacobs w/attachment
Barbara Monroe w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADJUST THE STATUS OF A POSITION IN THE
HEALTH DEPARTMENT**

WHEREAS, one of the cost cutting measures the Health Department made in October 2008 was to eliminate a Community Health Representative II position in the Well Child Health Center and relocate a Health Program Assistant in Planning and Special Services to the Well Child Health Center; and

WHEREAS, some of the duties and responsibilities of the Health Program Assistant have been re-assigned to others in Planning and Special Services; and

WHEREAS, the tobacco vendor licensing and compliance check operations have been allocated to the three quarter time Account Clerk in OYC (Position # 601343); and

WHEREAS, the Deputy Health Officer responsible for OYC has advised the Health Officer that the status of the Account Clerk will need to increase from three-quarter time to full-time in order to support the increased duties and responsibilities; and

WHEREAS, the existing Account Clerk position (currently occupied by Sharon Verhoughstrate) is in support of the position being converted from three-quarter time to full-time; and

WHEREAS, the Health Officer has been advised that the added cost to the Health Department of \$10,342 (\$6,895 for the remainder of 2009) will be covered by a combination of \$5,342 in expected monetary civil penalties for violation of the tobacco regulation and \$5,000 in grant revenues from the American Legacy Foundation already budgeted for the tobacco program; and

WHEREAS, the Health Officer is recommending that the Position #601343 be converted from three-quarter time to full-time to accommodate the extra time needed to complete these new duties and responsibilities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a change in status, from three-quarter time status to full-time, for Position #601343, effective February 2, 2009.

County of Ingham

121 East Maple Street • P.O. Box 319 • Mason, Michigan 48854 • Fax: (517) 676-7230

Facilities Department

Rick Terrill
Director
Phone: (517) 676-7312



Managers
Michael Hughes
Phone: (517) 676-8232
Michael Pathfinder
Phone: (517) 887-4484

Memorandum

To: Board of Commissioners
From: Rick Terrill, Facilities Director
Date: 1/7/2009
Re: Emergency Repair- Jail Hot Water Storage Tank

In the beginning of December, we replaced the boiler at the Ingham County Jail. During the process, we were made aware that the 900 gallon holding tank that supplies the hot water to the Jail had sprung a leak. At the time the leak was small and we were able to perform a temporary fix. Knowing that this tank would need to be replaced, an engineering firm was hired to draw up replacement specifications. Four mechanical contractors were contacted to submit a bid; Myers Plumbing, Eifert Plumbing, Shaw-Winkler and John E. Green. Myers was lowest bid and this project was to go on the agenda for the January 20, 2009 County Services meeting; however, we are not going to make it that long. Not only has the temporary repair failed but the original leak has gotten larger. It has now become an emergency repair. Myers has been notified of the situation and is working to have the replacements installed this week.

Agenda Item 6b

RESOLUTION STAFF REVIEW

DATE January 7, 2009

Agenda Item Title: Resolution Authorizing Entering into a Lease Agreement with the Agricultural Preservation Board for Use of Office Space in the Economic Development Office at the Hilliard Building

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS____*, Finance____*

Summary of Proposed Action: This resolution authorizes a five-year lease Agreement with the Agricultural Preservation Board for office space in the Hilliard Building.

Financial Implications: The Agricultural Preservation Board will pay Ingham County \$1,584.00 for 2009, with 3% increases for each additional year.

Other Implications: None.

Staff Recommendation: MM X JN ____ TL ____ TM____ JC ____
Staff recommends approval of the resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: January 7, 2009

SUBJECT: Resolution Authorizing Entering into a Lease with the Agricultural Preservation Board for Use of Office Space in the Economic Development Office at the Hilliard Building

The resolution before you authorizes entering into a lease agreement with the Agricultural Preservation Board for space in the Economic Development Office at the Hilliard Building. They will use this space for Stacy Byers (consultant) to work at when she is in the area.

They will be leasing 132 square feet in this office at a cost of \$12.00 per square foot for the first year. This cost will increase by 3% for a five year lease after the first year. They would like to move in on January 12, 2009.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A LEASE AGREEMENT WITH
THE AGRICULTURAL PRESERVATION BOARD FOR USE OF OFFICE SPACE
IN THE ECONOMIC DEVELOPMENT OFFICE AT THE HILLIARD BUILDING**

WHEREAS, the Agricultural Preservation Board has requested to lease space at the Ingham County Hilliard Building for the purpose of having a local location to perform their job functions; and

WHEREAS, the County has identified a 132 square feet of space that can be utilized for this purpose; and

WHEREAS, the lease rate for the square footage would be charged at a rate of \$12.00 per square foot and charged as follows:

<u>132 square feet</u>	<u>Lease Rate</u>	<u>Annual</u>	<u>Monthly Payment</u>
01/12/09-01/11/10	\$12.00 sq. ft.	\$1,584.00	\$132.00

*Escalation of rent for subsequent years will be 3%, based on a five-year lease.

WHEREAS, the lease would begin on January 12, 2009, and continue with a 3% cost increase for five (5) consecutive years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a lease Agreement with the Agricultural Preservation Board, for leasing space in the amount of 132 square feet at the Ingham County Hilliard Building, 121 East Maple Street, Mason, Michigan, to be charged at the rate of \$12.00 per square foot, for a total cost of \$1,584.00 for the first year, with a 3% cost increase each year for a five-year lease.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2009

Agenda Item Title: Resolution Authorizing a Contract with AT&T Wireless and ID Solutions to Upgrade the Interior Analog Surveillance System to a Digital IP Based Security System at the Ingham County Veterans Memorial Courthouse and Grady Porter Building

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS____*, Finance ____*

Summary of Proposed Action: This resolution authorizes a contract with AT&T and ID Solutions to upgrade the surveillance system at the VMC Building and the Grady Porter Building.

Financial Implications: The cost for the upgrade is \$80,000 and will be paid from Capital Improvement funds. There will be an annual savings as a result of the upgrade, minimizing the need for maintenance support from an outside vendor.

Other Implications: As with the other IP based security cameras now in use, these security upgrades will allow for the monitoring of the secured areas by a variety of individuals through their monitors at their work stations.

Staff Recommendation: MM X JN ____ TL ____ TM____ JC ____
Staff recommends approval of the resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 8, 2009

SUBJECT: Resolution Authorizing a Contract with AT&T Wireless and ID Solutions to Upgrade the Interior Analog Surveillance System to Digital IP Based Security System at the Ingham County Veterans Memorial Courthouse and Grady Porter Building

The resolution before you authorizes entering into a contract to upgrade the interior analog surveillance and monitoring system at the Veterans Memorial Courthouse and the Grady Porter Building.

The county would be using the State of Michigan Purchase Contract with AT&T and ID Solutions for a total cost of \$80,000.00.

The funding for this project is broken down as follows:

2007 CIP- \$40,000.00
2008 CIP- \$12,000.00

We would need to transfer funds to cover the remaining cost of \$28,000.00 from 2004 CIP line item 245-90117-931000-4FAC4, Parking Lot Improvements.

Thank you for you time and consideration.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH AT&T WIRELESS AND ID SOLUTIONS TO UPGRADE THE INTERIOR ANALOG SURVEILLANCE SYSTEM TO DIGITAL A IP BASED SECURITY SYSTEM AT THE INGHAM COUNTY VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING

WHEREAS, upgrades are needed for the interior analog surveillance and monitoring system at the Veterans Memorial Courthouse and the Grady Porter Building (VMC/GPB); and

WHEREAS, it is the recommendation of the MIS and Facilities Departments to use the State of Michigan Purchase Contract with AT&T and ID Solutions, for a cost of not to exceed \$80,000.00; and

WHEREAS, the funds were approved for this system in the 2007 CIP, in the amount of \$40,000.00 and in the 2008 CIP in the amount of \$12,000.00; the required additional funds should be transferred from the 2004 CIP line item 245-90117-931000-4FAC4-Parking Lot Improvements in the amount of \$28,000.00 to cover the total cost of \$80,000.00 for this upgrade.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes this upgrade for a not to exceed cost of \$80,000.00 at the VMC/GPB.

BE IT FURTHER RESOLVED, that funds for this system will come from the 2007 CIP, in the amount of \$40,000.00 and in the 2008 CIP in the amount of \$12,000.00; the required additional funds will be transferred from the 2004 CIP line item 245-90117-931000-4FAC4-Parking Lot Improvements in the amount of \$28,000.00 to cover the total cost of \$80,000.00 for this upgrade.

BE IT FURTHER RESOLVED, the Controller's Office is authorized to make the necessary budget adjustments and the Purchasing Department is authorized to issue the necessary purchase order or purchase documents needed.

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

2008 CIP Project Summary Report

Facilities completed 14 Major CIP projects over \$25,000

Total budgeted amount = \$3,504,503 / Actual project costs = \$3,077,890

	Budget			
Drain Building Repair	\$175,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - National Restoration	\$15,000.00	\$84,600.00		\$84,600.00
Architectural Consultant - WTM			\$10,500	\$10,500
Structural Consultant - Bornor Restoration			\$2,000	\$2,000
Additional Roof Repairs	\$5,577			\$5,577
Totals	\$5,577	\$84,600	\$12,500	\$102,677.00
Total Project Costs				\$102,677
Project Manager - Mike Hughes				
Notes: Project was on time & within budget.				\$72,323

	Budget			
55th District - RTU Replacement	\$50,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice

Contractor - Briggs Mechanical	\$0.00	\$30,963.00		\$30,963.00
Consultant - CTR			\$2,500	\$2,500
Totals		\$30,963	\$2,500	\$33,463.00
Total Project Costs				\$33,463.00
Project Manager - Mike Hughes				
Notes: Project was on time & within budget.				\$16,537

	Budget			
Tuck Point, Seal, - HSB	\$138,370			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Mark 1 Restoration	\$0.00	\$113,855.00		\$113,855.60
Consultant - Structure Tec			\$17,375	\$17,375
Totals		\$113,855.00	\$17,375.00	\$131,230.60
Total Project Costs				\$131,230.60
Project Manager - Mike Pathfinder				
Notes: Many delays and problems with contractor.				\$7,139

	Budget			
Parking Lot Repair - HSB	\$210,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Spartan Asphalt	\$16,631.50	\$193,368.50		\$198,991.34
Consultant - Pavement Management Services			\$10,409	
				\$10,409
Totals		\$193,368.50	\$10,409.00	\$209,400.34
Total Project Costs				\$209,400.34
Project manager - Rick Terrill				
Notes: Project done on time with little disruption to facility.				\$599.66

	Budget			
Parking Lot Replacement - Zoo	\$780,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Spartan Asphalt	\$105,067.00	\$674,933.00		\$629,501.86
Consultant - Pavement Management Services			\$32,241	\$32,241
Totals		\$674,933.00	\$32,241.26	\$661,743.12
Total Project Costs				\$661,743.12

Project Manager - Rick Terrill	
Notes: Project was done on time & within budget.	\$118,258.88

	Budget			
Boiler Replacement - Hilliard	\$225,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - William Mechanical	\$0.00	\$199,800.00		\$199,800.00
Consultant - Macmillan Assoc.			\$8,900	\$8,900
Totals		\$199,800.00	\$8,900.00	\$208,700.00
Total Project Costs				\$208,700
Project Manager - Mike Hughes				
Notes: Project done on time & within budget also staff training complete on new equipment.				\$16,300

	Budget			
Big Barn Roof - Zoo	\$35,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Smith-Graham Roofing	\$0.00	\$31,812.00		\$31,812.00
Consultant - WTM			\$3,750	\$3,750
Consultant Reimbursables			\$1,280.33	\$1,280.33

Totals		\$31,812	\$5,030.33	\$36,842.33
Total Project Costs				\$36,842.33
Project Manager - Mike Hughes				
Notes: Project came in over budget. Parks Director transferred funds to cover cost.				(\$1,842.33)

	Budget			
Penguin Pool Repair - Zoo	\$50,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Cusack Masonary	\$5,000.00	\$23,450.00		\$23,450.00
Change Order #1	\$1,883			\$1,883
Change Order #2	\$1,500			\$1,500
Consultant - WTM			\$5,500	\$5,500
Totals	\$3,382.86	\$23,450	\$5,500	\$32,332.86
Total Project Costs				\$32,332.86
Project Manager - Mike Hughes				
Notes: Project done on time & within budget.				\$17,667.14

	Budget			
Eagle Exhibit - Zoo	\$160,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Laux Construction	\$0.00	\$99,695.00		\$99,695.00

Consultant - Roger Donaldson			\$4,200	\$4,200
		\$99,695.00	\$4,200.00	\$103,895.00
Total Project Costs				\$103,895
Project Manager - Rick Terrill				
Notes: Project done on time & within budget.				\$56,101

	Budget			
Zoo Pathways - Zoo	\$170,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Belden Paving	\$15,276.00	\$64,724.00		\$62,917.00
Consultant - Pavement Management Services			\$6,000	\$6,000
Totals		\$64,724.00	\$6,000.00	\$68,917.00
Total Project Costs				\$68,917.00
Project Manager - Rick Terrill				
Notes: Changed scope of work which reduced costs.				\$101,083.00

	Budget
ICFC-Ingham Academy	\$889,049

Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Laux Construction	\$90,600.00	\$755,000.00		\$837,428.00
Consultant - WTM			\$43,449	\$43,449
Totals		\$755,000.00	\$43,449.21	\$880,877.21
Total Project Costs			\$43,449	\$880,877.00
Project Manager - Rick Terrill				
Notes: Project done on time & within budget. Thank goodness!				\$8,172.00

	Budget			
Fair Grounds Electrical Upgrade	\$342,084			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - Johnson Electric	\$25,000.00	\$234,065.00		\$238,948.00
Consultant - CTR			\$10,500	\$10,500
Consultant Reimbursables			\$3,500.00	\$3,500.00
Consumers Energy				\$83,018.50
Totals		\$234,065.00	\$14,000.00	\$335,966.50
Total Project Costs				\$335,966.50
Project Manager - Tom Edman				
Notes: Multitude of challenges with the Electrical Inspector. Project Complete.				\$6,118

	Budget			
Mason Courthouse Exterior Painting	\$220,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor -	\$0.00	\$211,267.00		\$211,267.00
Consultant - WTM			\$3,578	\$3,578
Totals		\$211,267.00	\$3,577.66	\$214,844.66
Total Project Costs				\$214,844.66
Project Manager - Mike Hughes				
Notes: Project done on time & within budget.				\$5,155.34

	Budget			
Post 4 Painting/Jail	\$60,000			
Contractor's	Contingency	Contract Amount	Consultant Fee	Actual Invoice
Contractor - B&J Painting	\$0.00	\$37,000.00		\$37,000.00
Consultant - N/A				
Totals		\$37,000		
Total Project Costs				\$37,000.00

Project Manager - Mike Hughes	
Notes: Project done on time & within budget.	\$23,000.00

Thank you,

Rick Terrill
Ingham County Facilities Director

RESOLUTION STAFF REVIEW

DATE January 07, 2009

Agenda Item Title: Resolution Approving Annual 2009 and 2010 Compensation for Non-Judicial County-Wide Elected Officials

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

Committees: LE____, JD____, HS____, CS_*____, Finance ____*

Summary of Proposed Action:

The following Ingham County Elected Non-Judicial Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall receive a 2.0 percent increase for 2009 and 2.0 percent for 2010.

Elected Official	2008	2009	2010
County Clerk	\$85,150	\$86,853	\$88,590
Drain Commissioner	\$79,596	\$81,188	\$82,812
Prosecuting Attorney	\$122,624	\$125,076	\$127,578
Register of Deeds	\$79,596	\$81,188	\$82,812
Sheriff	\$114,846	\$117,143	\$119,486
Treasurer	\$91,741	\$93,576	\$95,448

Financial Implications: The costs for these modifications are in the 2009 Budget.

Other Implications: Percentage increases are consistent with those recommended by the Managerial/Confidential/Elected Officials Steering Committee and authorized by Resolution #08-220.

Staff Recommendation: MM____ JN____ TL X TM____ JC____
Staff recommends approval of the resolution.

Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING ANNUAL 2009 AND 2010 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS**

WHEREAS, the Managerial/Confidential/Elected Officials Steering Committee solicited input from managerial and confidential employees regarding benefit and salary changes to the Managerial/Confidential Personnel Manual; and

WHEREAS, Resolution #08-220, authorized certain benefit and compensation modifications to the Managerial/Confidential Personnel Manual; and

WHEREAS, after careful consideration, the Steering Committee made a compensation recommendation of 2.0 percent for 2009 and 2010 respectively for the Non-Judicial County-Wide Elected Officials.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials; County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2.0 percent increase for 2009 and 2.0 percent for 2010.

Elected Official	2008	2009	2010
County Clerk	\$85,150	\$86,853	\$88,590
Drain Commissioner	\$79,596	\$81,188	\$82,812
Prosecuting Attorney	\$122,624	\$125,076	\$127,578
Register of Deeds	\$79,596	\$81,188	\$82,812
Sheriff	\$114,846	\$117,143	\$119,486
Treasurer	\$91,741	\$93,576	\$95,448

RESOLUTION STAFF REVIEW

DATE January 7, 2009

Agenda Item Title: Resolution Extending Agreement with the Accident Fund for Administration of the Self-Funded Workers' Compensation Program

Submitted by: Robert J. Smith, SPHR and T. A. Lindsey, Human Resources Director

Committees: LE____JD____, HS, ____ CS ____ * Finance ____

Summary of Proposed Action: This Resolution would extend the current agreement with the Accident Fund to provide administration of the self-funded Workers' Compensation Program for Ingham County and the Ingham County Medical Care Facility for a period of two years.

Financial Implications: Anticipated cost increases are an increase in excess insurance premiums from 0.0840% of payroll to 0.085427% of payroll. Excess insurance pays costs over \$300,000 for any one (1) claim. Ingham County had two (2) claims go into excess coverage in 2008.

The per claim charge was increased from \$130.00 to \$139.00 per medical only claim and from \$715.00 to \$735.00 per indemnity (lost wages) claim. From a total of 136 claims in 2008, five were indemnity claims. Due to the recent termination of the in-kind service agreement with Ingham Regional Medical Center, the Accident Fund is also requesting Ingham County increase the Loss Fund Reserve Account by \$20,000.00 to a total of \$70,000. This fund is used to make claim payments and is replenished monthly by Ingham County. Ingham County Medical Care Facility and Rehabilitation Hospital reimburses Ingham County for any claims cost related to their employees.

An annual administration charge of \$2,500.00 has been added. Complete details of charges and costs are attached.

Other Implications: The Accident Fund has provided excellent service to the County and the employees. They have been aggressive in working with on contested claims, coordinate their communications with providers, the County Attorney and the Insurance Administrator. They keep the employee informed of claim status (progress).

The Accident Fund has provided strong employer support in the form of an annual training session for administrators, Loss Prevention Trainers, and is available 20 hours per year with no incremental cost, as well as a library of training videos on safety and work place issues available for loan on a rotating basis.

The Accident Fund will continue the “*Life of Claim*” service for this renewal period. This is an exception to the norm as most of their new clients and renewals are being written as *Life of Contract*. The difference is a Life of Contract claim is processed for the base fee for the life of the contract plus 24 months. If the claim is still open, there is a \$300 per year, per open claim continuance fee as long as the claim is open. A Life of Contract claim will be managed by the Accident Fund as long as the claim is active, even if the County and Accident Fund end their relationship at some future point in time.

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

Renewal quote from the Accident Fund for the period January 1, 2009 through December 31, 2010
Excess Coverage

	Expiring Annual	One Year 1/1/2009-1/1/2010	Combined Totals Two Year 1/1/2009-1/1/2011
Estimated Period Payroll	\$59,451,422	\$65,725,923	\$131,451,846
Specific Retention	\$300,000	\$300,000	\$300,000
Specific Limit	Statutory	Statutory	Statutory
Employers Liability Limit	\$500,000	\$500,000	\$500,000
Aggregate Limit	N/A	N/A	N/A
Aggregate Retention	N/A	N/A	N/A
Minimum Aggregate Retention	N/A	N/A	N/A
Rate Per \$100 Of Payroll	8.40%	8.5427%	8.5427%
Excess Premium	\$49,939	\$56,148	\$112,296
Minimum Excess Premium	\$44,945	\$50,533	\$101,066

PER CLAIM SERVICE FEES

Indemnity claim	\$715.00	\$735.00	\$735.00
Medical Only claim	\$130.00	\$139.00	\$139.00
*Annual Administration fee	\$0	\$2,500	\$3,000
Annual Service Shall not exceed	\$45,000	\$45,000	\$45,000

Additional Services Hourly Fees

Investigation	\$75	\$75	\$75
Legal	\$110	\$110	\$110
Loss Prevention	\$125	\$125	\$125

*Service Fees include 20 hours of Loss Prevention services annually.

PPOM and Pharmacy charges will be 25% of medical savings below Michigan Fee Schedule.

Price provides service for up to 12 months after expiration date of contract. Beginning 12 months after expiration-renewal, there will be a \$300/per claim per year or partial year charge, for each open claim.

Takeover indemnity claims are priced at \$300 initially for each claim and an additional \$300 for each year or partial year they remain open. \$50 charge for each med only takeover claim. **Ingham County has one continuing indemnity claim.**

Quoted Fee is valid for 90 days from Quote date.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION EXTENDING AN AGREEMENT WITH THE ACCIDENT FUND FOR
ADMINISTRATION OF THE SELF-FUNDED
WORKERS' COMPENSATION PROGRAM**

WHEREAS, Ingham County has self-funded its Workers' Compensation Program since April 1, 1979, and wishes to continue the program which includes the Ingham County Medical Care Facility and Rehabilitation Hospital; and

WHEREAS, the Accident Fund has provided exceptional service in administering our Workers' Compensation program since 1998; and

WHEREAS, the Accident Fund has proposed a two-year extension of this Agreement.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an additional two-year Agreement with the Accident Fund Company, commencing on January 1, 2009, to provide workers' compensation claims and engineering services at an annual cost not to exceed \$56,148.

BE IT FURTHER RESOLVED, that Ingham County will reimburse the Accident Fund Company for the actual cost of the workers' compensation excess insurance with specific limits of \$5,000,000, with a \$300,000 retention per occurrence.

BE IT FURTHER RESOLVED, that based on estimated payroll, the Medical Care Facility will continue to pay claims costs for their employees and the appropriate share of the annual claims handling and engineering fees.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign appropriate documents after review by the County Attorney.

MEMORANDUM

DATE: 12.29.08

TO: County Services Committee

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsev@ingham.org * Fax 517.887.4396

SUBJECT: Special Leave Of Absence – Lynda Williams
Prosecutor's Office

Human Resources supports and recommends authorization of the ninety (90) day leave as requested by the Prosecutor's Office.

Section 14. Special Leaves.

A. In addition to leaves authorized above, a department head may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed ten (10) work days in any calendar year. With the prior approval of the Human Resources Department, a department head may authorize an employee to be absent without pay for personal reasons for a longer period, but not to exceed sixty (60) days in any calendar year, unless the County Services Committee approves one (1) additional ninety (90) day extension under unusual circumstances. [Emphasis Supplied] UAW Art. 24, Section 14, A., Page 43

Consistent with provisions of the Article 24, Section 14, A. UAW, Page 43... Human Resources recommends approval of the request to grant the additional leave.

xc: Atty. Stuart J. Dunning III, Ingham County Prosecutor
Ms. Sherri J. Wiegman, Administrator, Ingham County Prosecutor
File

INTEROFFICE MEMORANDUM

TO: TONY LINDSEY, BECKY BENNETT

FROM: SHERRI J. WIEGMAN

SUBJECT: LYNDA WILLIAMS

DATE: DECEMBER 18, 2008

CC: STUART J. DUNNINGS III

Would you please put down as an agenda item at the next County Services meeting in January, 2009, Stuart is requesting an extension of unpaid leave for Lynda Williams. Stuart is asking County Services to authorize one (1) 90 day extension as stated in the UAW contract in Section 14. Special Leaves, Subsection A.

Ms. Williams has exhausted her FML; the ten day leave without pay the department head may authorize; and a sixty day extension as granted by the Human Resources Director with the consent of Stuart.

Agenda Item 8a

December 4, 2008

To: Ingham County Board of Commissioners County Services Committee
From: Tom Shewchuk, MIS Director
Subject: Request for In-State Travel Expenses for 2 MIS Engineers

MIS is requesting the authorization of \$5990.00 plus \$500 in expenses (Total cost \$6490.00) to send Steve Walters and Jake Willet to a VMWare training class in Southfield, Michigan on February 17-20, 2009. These classes are necessary to support this key technology. Currently and into the future, Jake and Steve will be supporting this technology for the Ingham County network and will reduce our dependence on outside vendor assistance.

Sincerely,

Tom Shewchuk

Agenda Item 8b

December 4, 2008

To: Ingham County Board of Commissioners County Services Committee
From: Tom Shewchuk, MIS Director
Subject: Request for Travel Expense Reimbursement

Jeff Vanderschaaf recently attended a technical training class in Chicago. Originally his expenses were not to exceed \$2000.00, but because Jeff had to acquire Internet Service to troubleshoot issues on the Ingham County network his expenses exceeded the \$2000.00 limit by \$76.11.

I am requesting County Services authorize reimbursement of \$76.11 to Jeff Vanderschaaf.

Sincerely,

Tom Shewchuk

RESOLUTION STAFF REVIEW

DATE January 8, 2009

Agenda Item Title: Resolution to Approve the Renewal of the US Signal Annual Support Agreement

Submitted by: MIS Department

Committees: LE____, JD____, HS____, CS____*, Finance____*

Summary of Proposed Action: This resolution will authorize a three-year agreement with US Signal to provide the Internet connections for the entire County network.

Financial Implications: The annual cost for this agreement is \$18,000.00 for a total three-year cost of \$54,000.00. The funds for the agreement will be paid from the Telephone Communications Fund.

Other Implications: The County has used this vendor for the past three years and has been satisfied with the service.

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

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE US SIGNAL ANNUAL
SUPPORT AGREEMENT**

WHEREAS, Ingham County currently utilizes US Signal to provide the Internet connection for the entire County network and has utilized them for the past three (3) years; and

WHEREAS, this agreement will authorize thirty-six monthly payments of \$1,500 for a period of three-years, totaling an annual payment of \$18,000, and a total three-year amount of \$54,000; and

WHEREAS, this monthly payment has been planned for and budgeted, and will provide the needed bandwidth to support our Internet needs into the future.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a renewal of the US Signal Annual Support Agreement, for a total cost of \$54,000, paid from the Telephone Communications Fund (675-26600921050).

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

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

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

Ingham County Women's Commission 2008 Annual Report

Judith Brown Clarke, Chairperson
Vicci Marrero Knowlton, Vice-Chairperson
Doris Carlice
Albert Le Blanc
Gabrielle Johnson
Macie Schriener
Dorothy Mitstifer
Deborah Lynch
Joann Dowker
Betty Gardner
Jennie Gies
Commissioner Dale Copedge



Ingham County Courthouse
P.O. Box 319
Mason, MI 48854
Telephone: (517) 676-7200
Fax: (517) 676-7264

Purpose

The Ingham County Women's Commission serves as advisors to the Ingham County Board of Commissioners regarding the impact of actions and policies of the County on women in Ingham County and researches and recommends better ways of meeting the needs of women through County resources. The Commission works with the Equal Opportunity Committee (EOC) in recommending methods of overcoming discrimination against women in County employment, civil and political recognition of women's accomplishments and contributions to Ingham County.

The membership of the Ingham County Women's Commission shall represent the broad base of citizens of Ingham County with expressed interest in issues affecting women in the county. The membership will take an advocacy position for women regarding services and legislation affecting women in Ingham County.

2008 Overview and Accomplishments

- The Ingham County Women's Commission increased visibility of county services to the public by members planning and participating in the following events:

February: Susan B. Anthony Celebration and Presentation.

March: Women's History Month: materials purchased and distributed to area libraries, county buildings and schools.

April: Equal Pay Day at the Capitol with legislators and women's organizations.

June: Michigan Women's Hall of Fame/Historical Center Annual Picnic.

July: Girls 2 Women Conference; Junior League of Lansing reception.

August: Women's Equality Day at the Michigan Women's Hall of Fame/Historical Center.

October: Michigan Women's Hall of Fame 21st Annual Awards Dinner.

November: Everyday Heroine presentation.

December: Michigan Women's Commission issued the "Status of Girls in Michigan" report.

- Established clearer communication between the Ingham County Women's Commission and the Ingham County Commissioners to gain collaborative efforts.
- Solicited and retained new members for the Ingham County Women's Commission. One new member had been added to the ICWC for 2008.
- Supported House Bill 4627 to create a state commission on pay equity.
- Recognized March as Women's History Month: sent postcards to fourth grade teachers in the county to encourage them to incorporate Women's History Month as part of their mandated Michigan history lesson plans and organized a Women's History Month display at the Capitol Area District Library.
- Recognized Rachel Blackledge as Everyday Heroine as a female entrepreneur.
- Evaluated and updated the Ingham County Women's Commission's website to provide more information to women and children about county services.
- Continued support of agencies such as the Michigan Coalition Against Domestic and Sexual Violence, Eve's House, Michigan Women's Studies/Women's Historical Center Hall of Fame, Women's Center of Greater Lansing and Capital Area District Library.

2008 Speaker Highlights

March: Rina Risper, publisher of "The New Citizens Press" presented a poem and spoke about her newspaper. Karen Meyer of Habitat for Humanity of Greater Ingham County spoke about the different programs the organization provides and the possibility of organizing a women's build in Ingham County.

April: Judy Karandjeff, executive director of the Michigan's Women's Commission, spoke about the upcoming Equality Day press conference at the Capitol that month and invited the Ingham County Women's Commission to participate in the press conference and attended.

August: Viviana Arcia, an Everett High School senior, addressed the Women's Commission about her "young women's group" purpose, issues and activities.

September: Di Clark, assistant director of the Capital Area Literacy Coalition, informed the Women's Commission about their mentoring and literacy programs.

2008 ICWC Election – Chairperson and Vice-Chairperson

November: Jennie Gies was elected as the new ICWC Chairperson, Gabrielle Johnson was elected as the new ICWC Vice-Chairperson and Joann Dowker elected as Secretary for 2009. The Officers of the Commission are elected to one-year terms and serve until their successors are duly elected.

Ingham County Women's Commission's New and Continuing Goals for 2009

The Ingham County Women's Commission will continue to look at additional policy issues that greatly affect the women and children of Ingham County. The commission will also collaborate with Macomb and Oakland Women's Commission and the Michigan Women's Commission to address issues of women and children.

Recognition to the County Board of Commissioners

The Ingham County Women's Commission would like to thank Ingham County Commissioner Dale Copedge for his guidance and his role as advisor during his term this year on the Commission and Curtis Hertel Jr. for amending the budget to secure the Women's Commission annual funding of \$500 for 2009. Also, the ICWC would like to thank the Board of Commissioners for approving Commissioner Hertel Jr.'s amendment.

Recognition to Board Coordinator Becky Bennett and Commission Secretary Tamara Swihart

In closing, the Ingham County Women's Commission would like to acknowledge board coordinator, Becky Bennett, and commission clerk, Tamara Swihart, for their assistance with the ICWC. Both Becky and Tamara did not hesitate to go out of their way to answer any questions the commission may have or to get the needed information or supplies requested. Ingham County employees such as Becky and Tamara are invaluable and the ICWC would like to give praise for the wonderful work they do.

Respectfully submitted,



Judith Brown Clarke, Chairperson
Ingham County Women's Commission
Approved December 10, 2008

Expenses	Debit	Credit	Balance
JAN 2008 Allotment	250		250
Women's History Month Supplies		67.83	182.17
4 th Grade Postcard Postage		31.2	150.97
2007 Allotment Carry Over	778		928.97
National Assoc. of Women's Commission Dues		100	828.97
Partnership National Women's History Project Certificate		50	778.97
Sponsored Table for Junior League Luncheon		50	728.97
Women's Center of Greater Lansing Heroines Ad		125	603.97
Women's Center of Greater Lansing Heroines Co-sponsorship of Art Event		300	303.97
Junior League of Lansing Publication Ad for December		150	153.97

Ingham County Board of Commissioners

CHAIRPERSON
DEBBIE DE LEON
DISTRICT 2

VICE-CHAIRPERSON
DALE COPEDGE
DISTRICT 6

VICE-CHAIRPERSON PRO TEM
RANDY SCHAFFER
DISTRICT 13



INGHAM COUNTY COURTHOUSE
P.O. BOX 319
MASON, MICHIGAN 48854-0319

TELEPHONE: (517) 676-7200
FAX: (517) 676-7264
web site: www.ingham.org

BECKY BENNETT
BOARD COORDINATOR

VICTOR G. CELENTINO
DISTRICT 1

BRIAN McGRAIN
DISTRICT 3

REBECCA BAHAR-COOK
DISTRICT 4

ANDY SCHOR
DISTRICT 5

TODD TENNIS
DISTRICT 7

MARC THOMAS
DISTRICT 8

CAROL KOENIG
DISTRICT 9

MARK GREBNER
DISTRICT 10

DIANNE HOLMAN
DISTRICT 11

DEB NOLAN
DISTRICT 12

STEVE DOUGAN
DISTRICT 14

LAURA DAVIS
DISTRICT 15

DON VICKERS
DISTRICT 16

January 6, 2009

TO: County Services and Finance Committees

FROM: Becky Bennett
Board Coordinator

RE: LEAP Membership

The Ingham County Board of Commissioners became a member of the Lansing Area Economic Partnership (LEAP) in 2008 as a way to expand the County's efforts at business attraction. Through LEAP Ingham County would have a voice with other local municipalities and private businesses in attracting new business to the area.

The 2009 membership fee of \$35,000 is now due. The Board of Commissioners has the opportunity to decide if it wishes to continue as a member of LEAP or to move in a different direction. This membership allows the Board to appoint one person as a voting member. If the Board wishes to continue as a member, the membership fee would have to be taken from the 2009 contingency fund.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING “BLACK HISTORY/CULTURAL
DIVERSITY MONTH” IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2009 as “Black History/Cultural Diversity Month” in Ingham County.

RESOLUTION STAFF REVIEW

DATE January 8, 2009.

Agenda Item Title: Resolution to Amend the 2009 Fair Fund Budget

Submitted by: Controller's Office

Committees: LE___ JD___, HS___, CS __*, Finance __*

Summary of Proposed Action: In 2008, the Fair Fund required a transfer from the General Fund in order to avoid a deficit fund situation. The primary problem was revenue that came in significantly lower than budgeted. Off-season rentals and activities decreased significantly in 2008. In order to avoid a similar problem in 2009, this resolution proposes the reduction of the budget so that expenses will be in alignment with newly projected revenues.

Financial Implications: The 2009 adopted Fair Budget of \$874,565 will be reduced by \$73,615, or 8.4%, to \$800,950. See the attached schedule for line item detail of budget adjustments.

Other Implications: The Fair Fund will be carefully monitored, and amended as necessary, throughout 2009 to avoid the need for a General Fund appropriation.

Staff Recommendation: MM___ JN___ TL___ TM_X JC___
Staff recommends approval of this resolution.

2009 BUDGET ADJUSTMENTS - FAIR FUND

56176013 FAIR OFF SEASON

			2009		2009
			ADOPTED	BUDGET	AMENDED
<u>REVENUE</u>			<u>BUDGET</u>	<u>ADJ</u>	<u>BUDGET</u>
56176013	651010	GRANDSTAND	3,000	(3,000)	0
56176013	651050	STALL FEES	15,000	(1,000)	14,000
56176013	665000	INTEREST REVENUE	6,850	(4,850)	2,000
56176013	667020	CAMPER FEES	38,000	(1,000)	37,000
56176013	667030	FOOD CONCESSIONS	7,000	0	7,000
56176013	669000	RENTS	175,000	(28,000)	147,000
56176013	669010	COMMERCIAL SPACE RENTAL	4,000	0	4,000
56176013	669030	FAIR - WINTER STORAGE	51,000	(6,000)	45,000
56176013	669040	RENTS-COMMUNITY HALL	45,000	(5,000)	40,000
56176013	675400	SPONSORSHIPS	5,000	0	5,000
56176013	678200	REIMB SALARIES	1,000	0	1,000
56176013	683000	OTHER REIMBURSEMENTS	500	(500)	0
56176013	683500	REIMBURSEMENT - ELECTRIC	3,000	(1,000)	2,000
56176013	683510	REIMBURSEMENT - TELEPHONE	150	(150)	0
56176013	683520	REIMBURSMT-TRASH REMOVAL	250	0	250
56176013	683530	REIMBURSMT-JANIT SUPPLIES	500	0	500
56176013	688220	MISC REVENUES	3,000	0	3,000
56176013	698010	CARRY OVER SURPLUS USED	(11,385)	11,385	0
TOTAL REVENUE			346,865	(39,115)	307,750

PERSONNEL SERVICES

56176013	704000	SALARIES & WAGES - PERM	154,361	0	154,361
56176013	705000	SALARIES & WAGES-TEMP	10,000	(3,000)	7,000
56176013	706000	SALARIES & WAGES-OVERTIME	7,000	(2,000)	5,000
56176013	708000	MEETING FEES	6,000	0	6,000
56176013	714000	UNEMPLOYMENT	1,574	0	1,574
56176013	715000	FICA COUNTY SHARE	12,102	0	12,102
56176013	716020	PHP	5,491	0	5,491
56176013	716030	HEALTH INS EMPLOYEE REMB	3,813	0	3,813
		RETIREE HEALTH INS			
56176013	716035	CHARGEBA	6,863	0	6,863
56176013	716040	RETIREE HEALTH INS TRUST C	1,582	0	1,582
56176013	716060	HEALTH INS POS	0	0	0
56176013	716100	DENTAL INSURANCE	2,499	0	2,499
56176013	716200	VISION INSURANCE	378	0	378
56176013	716300	DRUG REIMB COSTS	2,552	0	2,552
56176013	717000	EMPLOYEES LIFE INSURANCE	252	0	252
56176013	717100	DISABILITY INSURANCE	132	0	132
56176013	718000	CO RETIREMENT PROGRAM	17,805	0	17,805
56176013	722000	WORKERS COMP INS	9,559	0	9,559
56176013	722600	EMPLOYEE ASST PROG (CARES)	71	0	71

TOTAL PERSONNEL SERVICES	242,034	(5,000)	237,034
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	2009		2009
	ADOPTED	BUDGET	AMENDED
<u>CONTROLLABLE EXPENSE</u>	<u>BUDGET</u>	<u>ADJ</u>	<u>BUDGET</u>

56176013	726010	SUPPLIES	10,000	(1,000)	9,000
56176013	747000	GAS-GREASE-OIL-ANTIFREEZE	6,000	1,500	7,500
56176013	776000	JANITORIAL SUPPLIES	4,000	(1,000)	3,000
56176013	805000	GRANDSTAND ATTRACTIONS	100	0	100
56176013	815000	MEMBR/SCRPS/SUBSCRIPTIONS	750	(450)	300
56176013	818000	CONTRACTUAL SERVICES	4,000	(500)	3,500
56176013	818080	CONTRACT-COMMUNITY BLDG	13,000	(2,500)	10,500
56176013	861000	TRAVEL EXPENSE-LOCAL	1,500	(1,000)	500
56176013	901000	ADVERTISING	400	0	400
56176013	921030	TRASH & MANURE REMOVAL	9,000	(5,450)	3,550
56176013	921050	TELEPHONE	5,000	(1,000)	4,000
56176013	931000	BUILDING REPAIR & MAINT	10,000	(2,000)	8,000
56176013	932000	EQUIPMENT REPAIR & MAIN	3,000	0	3,000
56176013	933000	VEHICLE REPAIR & MAINT	5,000	(2,500)	2,500
56176013	942000	EQUIPMENT RENTAL	250	0	250
56176013	957540	REIMBURSABLE DIRT REMOVAL	12,000	4,000	16,000
56176013	959000	INMATE LABOR	200	(100)	100
56176013	960000	EMP TRAINING & IMPROV	200	0	200

TOTAL CONTROLLABLE EXPENSE	84,400	(12,000)	72,400
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NON-CONTROLLABLE EXPENSE

56176013	911000	INSURANCE & BONDS	6,000	0	6,000
56176013	921000	UTILITIES	75,000	9,560	84,560
56176013	921070	COURIER SERVICE	1,105	0	1,105
56176013	943000	OFFICE EQUIP SVC CHG	5,852	(1,352)	4,500

TOTAL NON-CONTROLLABLE EXPENSE	87,957	8,208	96,165
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TRANSFERS OUT

56176013	999250	APPROP TRF OUT - F245	846	0	846
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TOTAL TRANSFERS OUT	846	0	846
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TOTAL FAIR OFF SEASON EXPENSES	415,237	(8,792)	406,445
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	2009		2009
	ADOPTED	BUDGET	AMENDED
56176014	<u>BUDGET</u>	<u>ADJ</u>	<u>BUDGET</u>

REVENUE

56176014	566020	PREMIUMS - STATE OF MI	40,000	0	40,000
56176014	570020	STATE MATCHING FUNDS	15,000	(10,000)	5,000
56176014	633010	ADVERTISING	5,000	0	5,000
56176014	642000	ADVERTISING-PREMIUM BOOKS	5,000	0	5,000
56176014	651010	GRANDSTAND	75,000	(10,000)	65,000
56176014	651020	ADVANCE ADMISSIONS	11,000	(1,000)	10,000
56176014	651030	FAIR WEEK ADMISSIONS	138,000	(2,000)	136,000
56176014	651040	ENTRY FEES	9,000	500	9,500
56176014	651100	4-H WRISTBANDS - ADMISSION	2,000	(500)	1,500
56176014	651200	SPECIAL FEATURE REVENUE	25,000	2,500	27,500
56176014	665000	INTEREST REVENUE	100	0	100
56176014	667010	CARNIVAL	75,000	0	75,000
56176014	667020	CAMPER FEES	20,000	(2,000)	18,000
56176014	667030	FOOD CONCESSIONS	35,000	(4,000)	31,000
56176014	667040	STALL FEES-OPEN CLASS	4,000	(500)	3,500
56176014	667050	STALL FEES-YOUTH CLASS	2,000	0	2,000
56176014	667060	GAME ROYALTIES	13,000	(2,000)	11,000
56176014	667070	CIRCLE OF LIFE REVENUE-FAI	1,500	(1,500)	0
56176014	669010	COMMERCIAL SPACE RENTAL	25,000	(2,000)	23,000
56176014	675400	SPONSORSHIPS	13,000	(2,000)	11,000
56176014	675410	SPONSORSHIPS - FREE SHOWS	8,000	0	8,000
56176014	683000	OTHER REIMBURSEMENTS	1,000	0	1,000
56176014	683500	REIMBURSEMENT - ELECTRIC	4,500	0	4,500
56176014	688220	MISC REVENUES	500	0	500
56176014	699080	TRUST & AGENCY TRF (F794)	100	0	100

TOTAL REVENUE		527,700	(34,500)	493,200
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PERSONNEL SERVICES

56176014	704000	SALARIES & WAGES - PERM	66,155	0	66,155
56176014	705000	SALARIES & WAGES-TEMP	25,000	(4,000)	21,000
56176014	706000	SALARIES & WAGES-OVERTIME	10,000	(5,000)	5,000
56176014	708000	MEETING FEES	5,500	0	5,500
56176014	714000	UNEMPLOYMENT	675	0	675
56176014	715000	FICA COUNTY SHARE	5,185	0	5,185
56176014	716020	PHP	2,353	0	2,353
56176014	716030	HEALTH INS EMPLOYEE REMB	1,634	0	1,634
		RETIREE HEALTH INS			
56176014	716035	CHARGEBA	2,942	0	2,942
56176014	716040	RETIREE HEALTH INS TRUST C	677	0	677
56176014	716100	DENTAL INSURANCE	1,071	0	1,071
56176014	716200	VISION INSURANCE	162	0	162
56176014	716300	DRUG REIMB COSTS	1,094	0	1,094
56176014	717000	EMPLOYEES LIFE INSURANCE	108	0	108
56176014	717100	DISABILITY INSURANCE	56	0	56
56176014	718000	CO RETIREMENT PROGRAM	7,631	0	7,631

2009		
ADOPTED	BUDGET	AMENDED
<u>BUDGET</u>	<u>ADJ</u>	<u>BUDGET</u>

56176014	722000	WORKERS COMP INS	4,098	0	4,098
56176014	722600	EMPLOYEE ASST PROG (CARES)	28	0	28
56176014	725000	COMP ABSCD ABSENCES	3,672	0	3,672

TOTAL PERSONNEL SERVICES			138,041	(9,000)	129,041
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CONTROLLABLE EXPENSE

56176014	726010	SUPPLIES	17,500	(2,500)	15,000
56176014	728010	RIBBONS AND TROPHIES	5,000	0	5,000
56176014	747000	GAS-GREASE-OIL-ANTIFREEZE	1,000	0	1,000
56176014	801010	JUDGES	11,000	0	11,000
56176014	801020	SECURITY	15,000	(6,000)	9,000
56176014	805000	GRANDSTAND ATTRACTIONS	60,000	0	60,000
56176014	805050	FREE SHOWS	25,000	(5,000)	20,000
56176014	815000	MEMBR/SCRPS/SUBSCRIPTIONS	750	0	750
56176014	818000	CONTRACTUAL SERVICES	500	0	500
56176014	842000	PREMIUM BOOK	4,500	(500)	4,000
56176014	861000	TRAVEL EXPENSE-LOCAL	268	(268)	0
56176014	861100	TRVL PROF DEVELOP INSTATE	7,000	(500)	6,500
56176014	861110	TRVL PROF DEVL P OUT STATE	6,000	(4,000)	2,000
56176014	901000	ADVERTISING	25,000	(5,000)	20,000
56176014	901010	PROMOTIONS - VOLUNTEERS	9,000	0	9,000
56176014	921030	TRASH & MANURE REMOVAL	7,300	(3,400)	3,900
56176014	921050	TELEPHONE	1,000	(500)	500
56176014	931000	BUILDING REPAIR & MAINT	15,000	(4,000)	11,000
56176014	932000	EQUIPMENT REPAIR & MAIN	3,000	(2,000)	1,000
56176014	942000	EQUIPMENT RENTAL	15,000	0	15,000
56176014	956040	FAIR - STILL EXHIBIT	1,000	(500)	500
56176014	956510	COMMUNITY TENT - FAIR	2,000	1,500	3,500
56176014	956520	FAIR-CIRCLE OF LIFE	2,000	(1,500)	500
56176014	957000	MISC:PENALTY/INTEREST	2,000	(2,000)	0
56176014	957540	REIMBURSABLE DIRT REMOVAL	1,500	(1,500)	0
56176014	959000	INMATE LABOR	1,000	(750)	250
56176014	962000	FAIR PREMIUMS	60,000	(5,000)	55,000
56176014	964000	REFUNDS	500	(500)	0

TOTAL CONTROLLABLE EXPENSE			298,818	(43,918)	254,900
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NON-CONTROLLABLE EXPENSE

56176014	911000	INSURANCE & BONDS	7,000	0	7,000
56176014	921000	UTILITIES	11,000	(11,000)	0
56176014	943000	OFFICE EQUIP SVC CHG	3,905	(905)	3,000

TOTAL NON-CONTROLLABLE EXPENSE			21,905	(11,905)	10,000
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2009		2009
ADOPTED	BUDGET	AMENDED

<u>TRANSFERS OUT</u>	<u>BUDGET</u>	<u>ADJ</u>	<u>BUDGET</u>
56176014 999250 APPROP TRF OUT - F245	564	0	564
TOTAL TRANSFERS OUT	564	0	564
TOTAL FAIR WEEK EXPENSES	459,328	(64,823)	394,505
TOTAL REVENUES	874,565	(73,615)	800,950
TOTAL EXPENSES	874,565	(73,615)	800,950

Agenda Item 10

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE 2009 FAIR FUND BUDGET

WHEREAS, actual 2008 revenues for the Ingham County Fair came in significantly under budget, primarily due to a decrease in off-season rentals and activities; and

WHEREAS, this revenue trend is expected to continue in 2009, requiring the Fair to amend its 2009 revenue projections; and

WHEREAS, the Fair will also amend its expense budget to stay within the revised revenue projections.

THEREFORE BE IT RESOLVED, that the 2009 Fair Budget be amended as follows:

	Adopted Budget	Adjustments	Amended Budget
Total Revenue	\$874,565	(\$73,615)	\$800,950
Expenses			
Personnel Services	380,075	(14,000)	366,075
Controllable Expense	383,218	(55,918)	327,300
Non-Controllable	109,862	(3,697)	106,165
Transfers Out	1,410	0	1,410
Total Expenses	\$874,565	(\$73,615)	\$800,950

BE IT FURTHER RESOLVED, that the Fair Budget will be closely monitored throughout 2009 and amended as necessary.