

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
DALE COPEEDGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFER

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
DIANNE HOLMAN
DALE COPEEDGE
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, NOVEMBER 3, 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 [October 20, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews
 - a. Equal Opportunity Committee
 - b. Fair Board
 - c. Women's Commission
2. Ingham County Drain Commissioner – Information: Full Faith and Credit of the County for Bonds to be issued by the Cook and Thorburn Drain Drainage District for the "Cook and Thorburn and Tributary Drains Watershed Improvement Project" (*No Materials*)
3. Ingham County Register of Deeds - Resolution Entering into an Agreement with [Michigan Office Solutions](#) for the Purchase of Two Scan Pro 2000s for the Register of Deeds Office
4. Ingham County Treasurer - Resolution to Authorize a Service Contract for the Purpose of Auditing [Principal Residence Exemptions](#)
5. Agricultural Preservation Board
 - a. Resolution Approving [Open Space Selection Criteria](#) (Scoring System) for Ranking Landowner Applications to the Ingham County Farmland and Open Space Preservation Program and Authorizing the Ingham County Farmland and Open Space Preservation Board to Proceed with a 2010 Open Space Purchase of Development Rights Application Cycle (*Pulled from the October 6, 2009 County Services Agenda*)
 - b. Resolution Authorizing a Three Year Contract Extension with [Sheridan Land Consulting](#) to Provide Technical Assistance to the Ingham County Agricultural Preservation Board

6. Economic Development Corporation - Resolution to Approve Criteria to Evaluate Projects Related to Recovery Zone Bonds (*Materials to be Distributed at the Meeting*)
7. Fair Board – Resolution Approving the Appointment of [Barbara Hensinger](#) as the Manager of the Ingham County Fair
8. Facilities Department
 - a. Resolution Authorizing a Contract with [B & J Painting, Inc.](#) to Prep and Paint Post #8 at the Ingham County Jail
 - b. Resolution Authorizing the Sale of Equipment to [RNT Electric Supply](#) for the Ingham County Fairgrounds
9. Management Information Services Department - Resolution to Approve the Renewal of the [Emerson Network](#) Power Annual Maintenance Agreement
10. Human Resources Department - Resolution Establishing a [Pet](#) in the Workplace Policy

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

October 20, 2009

Minutes

Members Present: Victor Celentino, Carol Koenig, Dianne Holman, Dale Copedge,
Mark Grebner, Don Vickers and Board Chairperson Debbie De Leon

Members Absent: None

Others Present: Becky Bennett, Jared Cypher, Janeil Valentine, Eric Schertzing, Tony
Lindsey, Stella Emens, Charles Goeke, Cathy Groce, Carrie Zeitz, Jenean
Battin, Laura Hamlin, Charles Calati, Jr., Dallas Henney, Jim Cash,
and others

The meeting was called to order by Chairperson Celentino at 6:03 p.m. in the Personnel
Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

(Comm. Koenig arrived at 6:03 p.m.)

Approval of the October 6, 2009 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE
OCTOBER 6, 2009 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Absent: Comm. Grebner and Comm. Holman

Additions to the Agenda

None.

Limited Public Comment

Jim Cash from the Christman Co. addressed the committee regarding the Accident Fund project.
He showed the committee an aerial view poster showing the present structure as well as a picture
depicting the proposed finished project including the parking ramp.

Bob Trezise, president of the Lansing Economic Development Corporation, spoke in support of
the Accident Fund project and the request for private bond allocation.

(Comm. Grebner arrived at 6:12 p.m)

Brian Brannick spoke representing union trade workers in support of the Accident Fund Project
and other downtown projects.

Jonathan Bird, affiliated with Michigan Building Trades spoke in support of the allocation of
bond dollars to the Accident Fund project.

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

5. Equalization/Tax Mapping Department - Resolution Authorizing Participation in the Tri-County Regional Planning Commission Contract for the Purchase of Digital Aerial Imagery
6. Health Department – Resolution to Authorize an Amendment to the Lease of Property with Cedar Management Company
7. Controller/Administrator’s Office
 - b. Resolution to Contract between Ingham County (Hereinafter Referred to as the County) and Cohl, Stoker, Toskey & McGlinchey (Hereinafter Referred to as the Contractor)
8. County Services Committee
 - a. Resolution Honoring the Julian Samora Research Institute at Michigan State University for 20 Years of Expanding the Knowledge and Promoting an Understanding of Latinos in Michigan, the Midwest and the Nation
 - b. Resolution Amending the Ingham County Board Rules

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Holman

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

Absent: Comm. Holman

1. Interviews
 - a. Ingham County Fair Board

The following applicants were interviewed by the committee: Stella Emens, Charles Goeke, Cathy Groce, Carrie Zeitz, Jenean Battin and Laura Hamlin.

Dr. William Bennetts was not present and not interviewed at this time.

(Comm. Holman arrived at 6:37 p.m.)

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. COPEDGE, TO RECOMMEND THE APPOINTMENT OF CHARLES GOEKE AS 4-H REPRESENTATIVE TO THE FAIR BOARD.

MOTION CARRIED UNANIMOUSLY.

- b. Economic Development Corporation

The committee interviewed Charles Calati, Jr. and Dallas Henney.

Leah Hall was not present and was not interviewed at this time.

2. Ingham County Treasurer - Resolution Designating a “Recovery Zone” for Recovery Zone Facility Bonds and Recovery Zone Economic Development Bonds

MOVED BY COMM GREBNER, SUPPORTED BY COMM. COPELGE, TO APPROVE THE RESOLUTION DESIGNATING A “RECOVERY ZONE” FOR RECOVERY ZONE FACILITY BONDS AND RECOVERY ZONE ECONOMIC DEVELOPMENT BONDS.

Treasurer Schertzing stated the reason for designating the entire County a recovery zone is to maximize flexibility in allocating dollars. He addressed the committee’s concerns regarding timelines and deadlines for applications and selection of projects, as well as guidelines for procedure. A letter from the Controller has gone out to public entities, as well as letter to some of the private developers, with a November 1 deadline for proposals. This will make it possible for the Board to act on a recommendation from the EDC either in the last go round in November or the last meeting of the year. More information regarding the suggested procedure will be presented at Friday’s EDC meeting.

Treasurer Schertzing expressed the need for communication between the counties. He discussed the possibility of regional projects, wherein a county could turn its allocation in to the State, with the stipulation that it be reallocated to another county within the region for an agreed upon project. The State is receptive to this.

MOTION CARRIED UNANIMOUSLY.

3. Agricultural Preservation Board - Resolution Adopting the Ingham County Open Space Purchase of Development Rights Ordinance (*Pulled from the October 6, 2009 County Services Agenda*)

MOVED BY COMM VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION ADOPTING THE INGHAM COUNTY OPEN SPACE PURCHASE OF DEVELOPMENT RIGHTS ORDINANCE.

Paul Kindel answered the committee’s questions regarding the scoring of parcels. He stated that the selection criteria is approved on a yearly basis. Criteria are based largely on ecological issues.

Mr. Cypher urged the committee to read the selection criteria carefully when it comes before them in a resolution because that is the mechanism that the Ag Board uses to determine which properties they will be looking at preserving.

Comm. Grebner pointed out that none of the criteria include cost.

Mr. Kindel explained as part of the scoring system, that if the land owner says he will donate at least 25% of the appraised value back, he is awarded points, and will receive such points up to a 50% donation.

Comm. Grebner stated that an explicit criterion should be that the County get the most “bang for the buck”. He does not support the system of appraisals and discounts from the appraised price, which suggests price fixing.

Comm. Koenig asked why do we add points if you donate part of the appraised value? Why not be more direct?

Comm. Holman suggested a cap on the discount, otherwise an inferior natural resource can go to the top and it degrades the whole system.

Mr. Kindel stated all of the criteria are considered together. It is a balancing item.

Comm. Grebner stated that he is opposed to being obligated to pay the appraised price minus the discount. He states the Board should get the best deal for the taxpayers, and the selection process should reflect this.

Mr. Kindel indicated that this will be discussed at the Ag Board meeting tomorrow night and they will enlist guidance from staff.

MOTION CARRIED UNANIMOUSLY.

4. Ingham County Parks & Recreation Commission - Resolution Amending Resolution #08-021 for Services Between Ingham County and the Charter Township of Meridian to Maintain the Watershed Management Plan for Lake Lansing Including the Lake Frontage Owned by Ingham County

MOVED BY COMM GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AMENDING RESOLUTION #08-021 FOR SERVICES BETWEEN INGHAM COUNTY AND THE CHARTER TOWNSHIP OF MERIDIAN TO MAINTAIN THE WATERSHED MANAGEMENT PLAN FOR LAKE LANSING INCLUDING THE LAKE FRONTAGE OWNED BY INGHAM COUNTY.

Comm. Grebner spoke in support of limiting the County’s contribution to what a private landowner would pay for equal size lake frontage. He reminded the committee that this was the original intent and practice for many years. He noted that the County has no obligation to pay anything, and that the lake exists as it does today thanks to dredging paid for by a county-wide assessment, donations from the cities of Lansing and East Lansing, as well as federal dollars. The local property owners were not assessed and they have benefited most from the improvements to the lake.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO AMEND THE RESOLUTION BY STRIKING THE SECOND TO LAST WHEREAS PARAGRAPH AND REPLACING IT WITH:”WHEREAS INGHAM COUNTY WISHES TO CONTRIBUTE FUNDS APPROXIMATELY EQUIVALENT TO WHAT WOULD BE ASSESSED ON A COMPARABLE PARCEL OF PRIVATE PROPERTY.

Comm. Holman stated that the park and the boat launch bring additional traffic to the lake that makes an environmental impact, and that the County's contribution should be more, as a matter of watershed management and preservation of a natural resource.

Willis Bennett responded to the committee's questions about the Special Assessment District (SAD) measurement of county-owned lakefront, and the \$5,200 being a reflection of this measurement. When Meridian Township raised their contribution a couple of years ago, the SAD requested that the County do the same.

MOTION TO AMEND THE RESOLUTION CARRIED with Comm. Holman voting "no".

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

7. Controller/Administrator's Office

- a. Resolution to Enter into a Contract with Dr. Eric Scorsone to Provide a Financial Review of Services Provided by Ingham County and to Provide a Review of Potential Savings through Various Budget Reductions and Revenue Enhancements

MOVED BY COMM GREBNER, SUPPORTED BY COMM. COPEGE, TO APPROVE THE RESOLUTION TO ENTER INTO A CONTRACT WITH DR. ERIC SCORSONE TO PROVIDE A FINANCIAL REVIEW OF SERVICES PROVIDED BY INGHAM COUNTY AND TO PROVIDE A REVIEW OF POTENTIAL SAVINGS THROUGH VARIOUS BUDGET REDUCTIONS AND REVENUE ENHANCEMENTS.

Comm. Vickers remarked that he sat in on the interview with Dr. Scorsone, and feels that the fee Dr. Scorsone charges is very reasonable in light of the services provided and the resulting benefits to the County.

MOTION CARRIED UNANIMOUSLY.

9. Board Referrals

- a. Letter from the City of Mason Asking for County Support for Funding Under the American Recovery Re-Investment Act
- b. Letter from the City of Lansing Asking for County Support for Funding Under the American Recovery Re-Investment Act
- c. Resolution from the City of Mason Requesting the Ingham County Board of Commissioners to Continue to Maintain Operations of Rayner Park, an Ingham County Park
- d. Memo from Lansing Township's Downtown Development Authority Regarding the Eastwood Phase II and III Project Description and Recovery Zone Bonds Allocation Request

The Board Referrals were received and placed on file.

Announcements

Chairperson Celentino announced that interviews for the Women's Commission, the Equal Opportunity Committee, and Fair Board will take place at the next meeting. A Grievance will also be heard. Therefore, the County Services meeting for November 3 will begin at 6:00 p.m.

Comm. Copeedge announced that one of the CMH Board representatives no longer lives in the county and will need to be replaced.

Comm. Vickers announced that the Highfields' "Providing Opportunities" breakfast will take place at the Kellogg Center from 8-9 a.m. on October 28. This is a fund-raising event.

Public Comment

None

The meeting adjourned at approximately 8:22 p.m.

Respectfully submitted,

Mary Waller

Agenda Item 3

RESOLUTION STAFF REVIEW

DATE October 22, 2009

Agenda Item Title: Resolution Entering into an Agreement with Michigan Office Solutions for the Purchase of Two Scan Pro 2000s for the Register of Deeds Office

Submitted by: Ingham County Register of Deeds

Committees: LE____, JD____, HS____, CS_ X_, Finance_ X_

Summary of Proposed Action:

This Resolution will authorize an agreement with Michigan Office Solutions for the purchase of two Scan Pro 2000s for scanning equipment for the Register of Deeds Office. The new equipment will enable the Office to scan micro fiche, film and large documents. The current reader printer was purchased over two decades ago and is obsolete, damages film, and is very hard to repair as replacement parts are unavailable.

Financial Implications:

Total cost for two Scan Pro 2000s equipment = \$15,530.

Other Implications:

The Purchasing Department solicited bids for this project, and after review of the proposals it is their recommendation to award the contract to Michigan Office Solutions of Grand Rapids, Michigan. There were no local vendors who submitted proposals.

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: October 22, 2009
SUBJECT: Quote Summary – microfilm viewer/scanner/printer

Project: The Register of Deeds Office is in need of equipment for handling fiche, ultra fiche, micro books, aperture cards, jackets, 16 and 35mm roll film, cartridge film, and micro opaque. The equipment will film the images and the user can choose to view, scan, or print a part of the image or the entire document. The equipment can print sizes of 3" x 5" to 17" x 11". This equipment will be used by public and staff.

Quote Summary:

Vendors Contacted:	4	Local:	0
Vendors Responding:	3	Local:	0

Price quotes were obtained by the Purchasing Department from the following companies:

Company	Location	Quoted Price
Michigan Office Solutions	Grand Rapids, Michigan	\$15,530.00
Graphic Sciences	Royal Oak, Michigan	\$15,790.00
e-ImageData Corporation	Hartford, Wisconsin	\$20,570.00
Data Financial Business Services, Inc.	Mequon, Wisconsin	incomplete

Recommendation: Demonstrations on equipment available for these functions were made to staff. The Register of Deeds is recommended the purchase of 2 Scan Pro 2000 in concurrence with the MIS and Purchasing Department from Michigan Office Solutions for \$15,530.00.

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ENTERING INTO AN AGREEMENT WITH MICHIGAN OFFICE SOLUTIONS FOR THE PURCHASE OF TWO SCAN PRO 2000s FOR THE REGISTER OF DEEDS OFFICE

WHEREAS, part of the role of the Register of Deeds Office is to make records accessible to citizens; and

WHEREAS, micro fiche and film is the most accessible and efficient way to study records before 1960; and

WHEREAS, often micro fiche and micro film are used by staff to correct the index where mistakes have been made; and

WHEREAS, the current reader printer was purchased over two decades ago and is obsolete, damages film, and is very hard to repair as replacement parts are unavailable; and

WHEREAS, proposals were solicited from several vendors to purchase new reader printers; and

WHEREAS, Michigan Office Solutions was the lowest bidder at \$15,530, including all equipment needed for the Register of Deeds Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby enters into an agreement with Michigan Office Solutions for the purchase of two Scan Pro 2000s, for a total cost of \$15,530.

BE IT FURTHER RESOLVED, that funds for this project will be taken from the Register of Deeds' Automation Fund and the Controller/Administrator is authorized to make any necessary budget adjustments.

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

Agenda Item 4

RESOLUTION STAFF REVIEW

DATE October 26, 2009

Agenda Item Title: Resolution to Authorize a Service Contract for the Purpose of Auditing Principal Residence Exemptions

Submitted by: Ingham County Treasurer

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This Resolution will authorize a contract with Morley Companies to perform auditing of principal residence exemptions (PRE). Morley Company has developed a PRE function for the State of Michigan and has developed a database protocol to sort through property tax records to uncover inappropriate principal residence designations.

Financial Implications:

The revenue and expenses for this function will be processed through account 518-25606, and retained earnings will be transferred to the County General Fund per State Statute. Total amount of the contract is for an amount not to exceed \$25,000.

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 TO AUTHORIZE
A SERVICE CONTRACT FOR THE PURPOSE OF AUDITING PRINCIPAL
RESIDENCE EXEMPTIONS**

WHEREAS, the Ingham County Treasurer, under the provisions of the General Property Tax Act, Public Act 206 of 1893, as amended, is given the opportunity to audit and deny principal residence exemptions (PRE); and

WHEREAS, the Treasurer has elected to audit PRE through September 30, 2013; and

WHEREAS, the staffing to carry out this function is currently vacant and may remain so for the foreseeable future; and

WHEREAS, the vendor that performs this function for the State of Michigan has developed a database protocol to sort through property tax records to uncover inappropriate principal residence designations; and

WHEREAS, the Morley Company is offering these services to counties as a fixed rate per denial that is more than offset by additional revenue; and

WHEREAS, the performance of this specialized service will be a revenue gain for the County of Ingham and the State School Aid Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract to Morley Companies, for an amount not to exceed \$25,000.

BE IT FURTHER RESOLVED, that revenue and expenses for this function are run through account 518-25606, and that retained earnings are transferred to the County General Fund per Statute.

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

RESOLUTION STAFF REVIEW

DATE September 28, 2009

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

Submitted by: Ingham County Agricultural Preservation Board

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

Summary of Proposed Action:

This resolution approves Open Space Selection Criteria (Scoring System) for Ranking Landowner Applications to the Ingham County Farmland and Open Space Preservation Program and Authorizing the Ingham County Farmland and Open Space Preservation Board to Proceed with a 2010 Open Space Purchase of Development Rights Application Cycle. These selection criteria will be used to score and rank landowner applications to the open space preservation program.

Financial Implications:

No direct financial implications.

Other Implications:

These selection criteria were approved by the Agricultural Preservation Board at their September, 2009 meeting.

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

Staff recommends approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Open Space Selection Criteria developed by the Ingham County Agricultural Farmland and Open Space Board as set forth in the Purchase of Development Rights Ordinance passed in October 2009.

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

Selection Criteria for Protection of Open Space Land, 2010 Edition

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

Main sections

Characteristics of the land	(50 points)
Size and location of the property	(20 points)
Donated funds	(20 points)

CHARACTERISTICS OF THE LAND (50 points)

A. Water quality values

1. Riparian land

maximum points: 5

Property with a water frontage of 200 linear feet or greater receives 5 points. Points for a property with water frontage of less than 200 linear feet are: $5 \times$ linear feet of water frontage/200 = points.

2. Land in the 100 year flood plain

maximum points: 8

Property that is 100% in the flood plain receives 8 points. Points for a property with less than 100% in the flood plain are: $8 \times$ percent in flood plain/100 = points.

3. Wetlands, including buffer area

maximum points: 4

Property that is 100% wetland receives 4 points. Points for a property with less than 100% wetland are: $4 \times$ percent in wetland/100 = points.

4. Aquifer recharge land

maximum points: 8

Property that is 100% aquifer recharge land receives 8 points. Points for a property with less than 100% aquifer recharge land are: $8 \times$ percent aquifer recharge land/100 = points.

B. Habitats

1. Forestland

maximum points: 5

Property that is 100% forest land receives 5 points. Points for a property with less than 100% forest land are: $5 \times$ percent in forest land/100 = points.

2. Others – grassland, shrub land, etc.

maximum points: 3

Property that is 100% in other types of natural habitat receives 3 points. Points for a property with less than 100% in other types of habitat are: $3 \times$ percent in other types of habitat/100 = points.

C. Rare species

maximum points: 10

1. State and federal threatened and endangered species on the property

Up to 10 points may be given depending on rarity category; the higher the rarity category the more points given.

D. Scenic value and visibility

maximum points: 4

Up to 4 points may be given.

E. Physically (geologically) significant features

maximum points: 3

Up to 3 points may be given.

SIZE and LOCATION OF THE PROPERTY (20 points)

F. Parcel size maximum points: 5

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

G. Location with respect to other protected property maximum points: 10

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

Property is adjacent to protected land 10
points

Property is not adjacent but within 1/2 mile of protected land 8
points

Property is not adjacent but within 1 mile of protected land 6
points

Property is not adjacent but within 2 miles of protected land 4
points

H. Road frontage (paved or gravel) maximum points: 2

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

I. Block applications maximum points: 3

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

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

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

DONATED FUNDS (20 points)

J. Donated funds maximum points: 20

Donated funds may be donated by the landowner or may be donated from other sources, or may be a combination of both.

Donated funds of 30% or greater of the value of the development rights receive 20 points. Points for amounts less than 30% are: $20 \times \text{percent donated}/30\% = \text{points}$.

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

TOTAL POINTS POSSIBLE – 90

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

RESOLUTION STAFF REVIEW

DATE October 23, 2009

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

Submitted by: Ingham County Agricultural Preservation Board

Committees: LE___ JD___, HS___, CS X, Finance X

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

The current contract with Sheridan Land Consulting will expire December 31, 2009. The Agricultural Preservation Board desires to continue the current arrangement with Sheridan Land Consulting through December 2012. The Agricultural Preservation Board will not be able to adequately implement the Purchase of Development Rights Ordinance without extension of this contract for technical assistance.

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

Financial Implications: The amount of this contract for service will not exceed \$52,962, with a 1% increase each year for three years. Funding for this contract is included in the 2010 Budget.

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

Staff Recommendation: MJM X JN ___ HH ___ TM ___ JC ___
Staff recommends approval of the resolution.

1. Services to be performed by the Consultant. The Consultant shall assist the Agricultural Preservation Board (APB) in identifying and performing the actions to be taken to implement the Ingham County Farmland Purchase of Development Rights (PDR) Ordinance, including:

- i. serving as a general resource to the APB,
- ii. attending all APB meetings,
- iii. serving as a liaison for the APB to the Ingham County Board of Commissioners (BOC),
- iv. assisting the APB in drafting and preparing resolutions, reports, and other documents for the Board of Commissioners
- v. attending relevant Board of Commissioners meetings,
- vi. developing an application form(s) for applying to the Farmland PDR Program,
- vii. developing a system each year for ranking all eligible parcels that are submitted to the APB,
- viii. administering the application and selection processes for the program;
- ix. assisting landowners with the application process through closing,
- x. developing a model (standard) conservation easement(s) and any revisions to the model conservation easement(s),
- xi. recommending an appraisal method(s) for establishing the value of development rights of land (conservation easements)
- xii. obtaining appraisals (this will include working with a State Certified General Appraiser to provide necessary information and assistance. Consultant should accompany appraiser on all farm visits.),
- xiii. negotiating the purchase, including price, of conservation easements on behalf of the County,
- xiv. coordinating all contactors through bidding, selecting and completing work,
- xv. overseeing the closing and recording of conservation easements,
- xvi. developing a monitoring system for conservation easements,
- xvii. acquiring the data needed to improve the selection criteria for ranking parcels and the appraisal method(s);
- xviii. identifying and informing the APB of funding sources for farmland and open space preservation by PDR available from local, state, and federal governments and private sources,
- xix. applying for funds for farmland and open space preservation by PDR available from local, state, and federal governments and private sources,
- xx. preparing information on the PDR program for distribution or presentation to landowners, the general public and stake holders
- xxi. working with the media to inform the public of the County PDR program,
- xxii. attending meetings, presentations, and other events relevant to the County PDR program,
- xxiii. providing an annual report on the program to the BOC, and
- xxiv. any other tasks assigned by the Ingham County APB within the scope of the County PDR Ordinance.

The Consultant would provide the same services to the Farmland and Open Space Preservation Board regarding the Open Space PDR Ordinance when the appropriate documents are adopted by the Board of Commissioners.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

WHEREAS, the Board of Commissioners is under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland Purchase of Development Rights Ordinance through December 2009; and

WHEREAS, the Agricultural Preservation Board has recommended the contract with Sheridan Land Consulting to provide technical assistance be continued through December 2012; and

WHEREAS, funding for this contract is included in the 2010 Ingham County Budget and will be derived from the Agricultural Preservation Millage dollars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall continue a contract with Sheridan Land Consulting in an amount not exceeding \$52,962 per year, with a 1% increase each year for three years, for technical assistance to the Ingham County Agricultural Preservation Board through December 31, 2012.

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

Agenda Item 7

RESOLUTION STAFF REVIEW

DATE March 13, 2007

Agenda Item Title: Resolution Approving the Appointment of Barbara Hensinger as the Manager of the Ingham County Fair

Submitted by: Fair Board

Committees: LE___ JD___, HS___, CS_ X_, Finance___

Summary of Proposed Action: This Resolution approves the appointment of a new Ingham County Fair Manager. At the date of this review, the Ingham County Fair Board has unanimously recommended that the Ingham County Board of Commissioners appoint Barbara Hensinger as the new Ingham County Fair Manager.

Financial Implications:

Ms. Hensinger has agreed to accept the position of Fair Manager at Step 3 of the Managerial and Confidential Compensation Plan, Grade MCF 12 MANAGER, \$73,386.

Other Implications: Ms. Hensinger's appointment will take effect on December 7, 2009

Staff Recommendation: MJM ___ JN ___ HH ___ TM ___ JC X
Staff recommends approval of the resolution.

Agenda Item 7

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE APPOINTMENT OF BARBARA HENSINGER
AS THE MANAGER OF THE INGHAM COUNTY FAIR**

WHEREAS, the position of Fair Manager is currently vacant; and

WHEREAS, the Ingham County Fair Board working with the Ingham County Human Resources Department solicited applications and interviewed candidates; and

WHEREAS, the Ingham County Fair Board has selected Barbara Hensinger to be the new Fair Manager.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the appointment of Barbara Hensinger.

BE IT FURTHER RESOLVED, Ms. Hensinger's appointment will take effect on December 7, 2009 at Step 3 of the Managerial and Confidential Compensation Plan, Grade MCF 12 MANAGER, \$73,386.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes Barbara Hensinger well as she assumes her new duties.

RESOLUTION STAFF REVIEW

DATE October 20 2009

Agenda Item Title: Resolution Authorizing a Contract with B & J Painting, Inc. to Prep and Paint Post #8 at the Ingham County Jail

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This Resolution will authorize a contract with B & J Painting, Inc. for the preparation and painting of Post #8 at the Ingham County Jail.

Financial Implications:

The cost of the project is \$32,000.00, and the Facilities Department has requested a contingency amount of \$3,000.00, for a total cost of \$35,000.

The funds for this project are available within the Jail Operational Budget, 101-31100-931010 Jail Painting

Other Implications:

The Purchasing Department solicited bids for this project, and after review of the proposals it is their recommendation and that of the Facilities Department to award the contract to B & J Painting. B & J Painting is a local vendor and submitted the lowest bid.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Mike Hughes, Facilities Manager

DATE: October 20, 2009

SUBJECT: Resolution Authorizing a Contract with B & J Painting Inc. to Prep and Paint Post #8 at the Ingham County Jail

The resolution before you authorizes awarding a contract to B & J Painting Inc. for the purpose of preparation and repainting of Post #8 at the Ingham County Jail.

B & J Painting Inc., who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and the recommendation of the Purchasing and Facilities Departments. We are confident that B & J Painting Inc. will provide us with the quality service we need to complete this project successfully.

Funding for the project is available within the Jail Operational Budget, 101-31100-931010, Jail Painting.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: October 21, 2009
SUBJECT: Bid Summary – Painting Post

Project Description:

This project consists of repainting Post No. 8 at the Ingham County Jail. A typical post consists of forty cells, control area, sally port, and four common areas.

Bid Summary:

Bidders contacted: 12 Local: 4
Bidders responding: 4 Local: 1

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
B & J Painting, Inc.	\$32,000	Y – Lansing
Halligan Painting	\$37,770	N – Walker
C3 Painting	\$42,995	N – Comstock
Best Commercial	\$48,900	N – Redford

Some reasons cited by local firms for not responding to this solicitation included:

Vendor #1 – No interior work, exterior work only (deleted the vendor off the Master Paint Post list.)

Vendor #2 – Had a ton of meetings the day of the pre-bid meeting and couldn't make it this time.

Recommendation:

Award a contract to B & J Painting, Inc. in an amount not to exceed \$35,000 (includes \$3,000 for contingency.)

Advertisement:

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

Prevailing Wage:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH
B & J PAINTING, INC. TO PREP AND PAINT POST #8
AT THE INGHAM COUNTY JAIL**

WHEREAS, Post #8 at the Ingham County Jail needs to be correctly prepped and repainted; and

WHEREAS, the funds for this project are available within the Jail Operational Budget, 101-31100-931010 Jail Painting; and

WHEREAS, the Purchasing Department solicited bids for this project, and after review it is the recommendation of the Facilities Department in concurrence with the Purchasing Department to award a contract to B & J Painting, Inc. to prep and paint Post #8, for a cost not to exceed \$32,000.00; and

WHEREAS, a contingency of \$3,000.00 is being asked for by the Facilities Department for any unforeseen circumstances that may arise with this type of repair.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to B & J Painting, Inc., 1400 E. Grand River Avenue, Lansing, Michigan 48906, to perform preparation and repainting of Post #8 at the Ingham County Jail, for a total cost not to exceed \$35,000.00, which includes a contingency of \$3,000.00.

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

RESOLUTION STAFF REVIEW

DATE October 20 2009

Agenda Item Title: Resolution Authorizing the Sale of Equipment to RNT Electric Supply for the Ingham County Fairgrounds

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This Resolution will authorize the Facilities Department to sell equipment to RNT Electric Supply that the Ingham County Fairgrounds no longer has use for.

Financial Implications:

The three items that will be sold for \$1,500 are as follows:

- COOPER CAT # ACKF115048Y83CO
- COOPER CAT # ABRM415024Y83C1
- PARK SWITCH #255032

The funds from the sale of the above items will be deposited into the Fair Budget appropriately.

Other Implications:

None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Memorandum

To: Ingham County Board of Commissioners
From: Rick Terrill, Director of Facilities
Date: 10/29/2009
Re: Permission to Sell Electrical Items

The following items listed below are items that the County does not have any use for at this time. I am asking that the Board of Commissioners grant permission to sell these three items to RNT Electric Supply, 4801 James McDivitt Road, Jackson, Michigan 49201, for \$1,500.00. The funds would be deposited into the Fair Budget appropriately.

- 1) COOPER CAT # ACKF115048Y83CO
HV 8320GY/4800
LV 240/120
KVA 167

- 2) COOPER CAT # ABRM415024Y83C1
HV 4160GY/2400
LV 240/120
KVA 167
(THIS ONE HAS NEVER BEEN INSTALLED. IT WAS ORDERED WRONG.)

- 3) PARK SWITCH #255032 (This is not a transformer, just a large switch)
MAX VOLT 14.4 KV
MAX AMP 600
BIL 95 KV
AMPS RMS 40,000

Thank you for your attention in this matter.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE SALE OF EQUIPMENT
TO RNT ELECTRIC SUPPLY
FOR THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Fair has some equipment that they no longer have any use for; and

WHEREAS, RNT Electric Supply, 4801 James McDivitt Road, Jackson, Michigan 49201, has agreed to buy the equipment listed below for a total of \$1,500.00; and

WHEREAS, the following is a list of the equipment to sell; and

- 1) COOPER CAT # ACKF115048Y83CO
HV 8320GY/4800
LV 240/120
KVA 167
- 2) COOPER CAT # ABRM415024Y83C1
HV 4160GY/2400
LV 240/120
KVA 167
(THIS ONE HAS NEVER BEEN INSTALLED. IT WAS ORDERED WRONG.)
- 3) PARK SWITCH #255032 (This is not a transformer, just a large switch)
MAX VOLT 14.4 KV
MAX AMP 600
BIL 95 KV
AMPS RMS 40,000

WHEREAS, the funds for this transaction will appropriately be deposited into the Fair Budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes selling the above-mentioned equipment to RNT Electric Supply, 4801 James McDivitt Road, Jackson, Michigan 49201, for a total of \$1,500.00 for these items.

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

Agenda Item 9

RESOLUTION STAFF REVIEW

DATE October 20, 2009

Agenda Item Title: Resolution to Approve the Renewal of the Emerson Network Power Annual Maintenance Agreement

Submitted by: Management Information Services Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This Resolution authorizes the renewal of the Emerson Network Power Annual Maintenance Agreement for the uninterruptable power supply (UPS) and batteries in the Ingham County Data Center.

Financial Implications:

The time period is October 1, 2009 through September 30, 2009, for a total annual payment of \$7,835.00.

Other Implications:

This agreement has been planned for and budgeted, and will provide the needed support to maintain the current UPS and batteries in the MIS Data Center.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Agenda Item 9

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE EMERSON NETWORK
POWER ANNUAL MAINTENANCE AGREEMENT**

WHEREAS, the Uninterruptable Power Supply (UPS) and batteries in the Ingham County Data Center are currently under annual maintenance with Emerson Network Power; and

WHEREAS, these components provide power to all of Ingham County's computer systems in the case of a power failure; and

WHEREAS, this agreement is for a period of one year from September 1, 2009 to September 30, 2010, for a total annual payment of \$7,835.00; and

WHEREAS, this payment has been planned for and budgeted, and will provide the needed support to maintain the current UPS and batteries in the County's Data Center.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the renewal of the Emerson Network Power Annual Maintenance Agreement, for a total cost of \$7,835.00, to be paid from the County's Network Fund (245-25810-932030).

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.

Agenda Item 10

RESOLUTION STAFF REVIEW

DATE October 22, 2009

Agenda Item Title: Resolution Establishing a Pet in the Workplace Policy

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

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

Summary of Proposed Action:

The policy was prepared in order to provide for the health and safety of the Ingham County Staff and visitors. Pet owners/affiliated individuals are expected to recognize that not all employees or visitors like pets in the workplace, and some people with allergies cannot tolerate being in close proximity to animals.

Financial Implications:

None.

Other Implications: This Policy has been reviewed and approved by the County Attorney's Office.

Staff Recommendation: MM__ JN__ TL X TM__ JC __
Staff recommends establishment and implementation.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING A PET IN THE WORKPLACE POLICY

WHEREAS, a need has developed to address the issue of a Pet in the Workplace; and

WHEREAS, the Employer has a duty to keep the Workplace free of potential hazards, promote health, safety and orderly conduct.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the following Ingham County Pet in the Workplace Policy:

Ingham County Pet in the Workplace Policy

Animals in County Facilities: Animals not (used) as service animals (for law enforcement, leaders for the blind or other animals assisting the disabled) are not permitted in Ingham County facilities as a matter of security, health and safety.