

CHAIRPERSON
MARK GREBNER

CHAIRPERSON PRO TEM
CHRIS SWOPE

VICE-CHAIRPERSON PRO-TEM
MIKE SEVERINO

FINANCE COMMITTEE
JOHN CZARNECKI, CHAIR
CURTIS HERTEL, JR.
RANDY SCHAFER
THOMAS MINTER
CHRIS SWOPE
CALVIN LYNCH
AMY KRAUSE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 17, 2001, AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [September 25](#) and [October 3, 2001](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Equalization - Resolution Approving the [2001 Apportionment Report](#) (Report to be distributed at meeting)
2. Financial Services - Resolution Appointing [Outside Auditor](#) for Ingham County
3. 911 Advisory Board - Resolution Authorizing Contract with [Meridian Township](#) for Communication Equipment Upgrades
4. Community Corrections - Resolution Authorizing Entering into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing [Community Corrections](#) for the City 2001-2002 Fiscal Year
5. Health Department
 - a. Resolution to Authorize an Agreement with the [Michigan Fitness](#) Foundation
 - b. Resolution to Establish a [Clinical Physician](#) Position
6. Facilities - Resolution Authorizing Entering Into a Contract with [Great Lakes Window Cleaning](#) for Interior and Exterior Window Cleaning at the Hilliard Building and Courthouse
7. Purchasing - Resolution Amending Resolution #94-93 to Include Changes to the County's [Purchasing Policies and Procedures](#)

8. Controller - Ingham County [2002 General Appropriations Resolution](#)

9. Board Referrals

- a. Letter from the [City of Leslie](#) Announcing a Public Hearing for an Industrial Facilities Exemption Certificate for Len Industries, Inc. for New Machinery and Equipment
- b. Letter with Attachment from the [Village of Webberville](#) Announcing a Public Hearing for an Industrial Facilities Exemption Certificate for Keykert USA, Inc.
- c. Resolution from Cass County Expressing Opposition to a Reduction in State [Revenue Sharing](#)

Announcements

Public Comment

Adjournment

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.

FINANCE COMMITTEE

September 25, 2001

Minutes

Members Present: John Czarnecki, Curtis Hertel, Jr., Randy Schafer, Chris Swope, Calvin Lynch and Amy Krause

Members Absent: Thomas Minter

Others Present: Jerry Ambrose, Mark Grebner, Stuart Dunnings, Judge Houk, Jody Kranz, Shelly Bauer, David Easterday, Paul Pratt, Bob Moore, Eric Schertzing, Joe Lessard, Matthew Myers, Gene Wrigglesworth, Lisa Dedden, Bruce Miller, Don Reisig, Eric Seifer, Eric Strang, Judy Garvey, Walter Brown, Pete Bosheff, Tim Gale, Evan Goodman, Jerrod Wien and others

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

Approval of the August 22, 2001 Minutes

MOVED BY COMM. KRAUSE, SUPPORTED BY COMM. HERTEL, TO APPROVE THE AUGUST 22 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Lynch and Minter

Additions to the Agenda: None

Limited Public Comment:

Mr. Wien spoke on behalf of the skate park funding. He stated it is very important to receive the total funding this year. The area youth are counting on the County for its share of the funding.

Ms. Garvey, Network Center Coordinator, stated she works with Network Centers throughout the City of Lansing. People from all over the County use the services of the Centers. Mr. Brown spoke briefly regarding the important role of the Center Coordinator. This is a vital role. The number of programs has increased from three to 28 under the coordination of Ms. Garvey.

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

Mr. Jimerson spoke regarding the skate park project. The Administrative Services/Personnel Committee ranked the funding for this project as number two. Construction has started on this park. The amenities may be in jeopardy if the County does not appropriate funds in the 2002 budget. He thanked the County for their support of the skate park.

Mr. Gale, Tri-County Metro Narcotics Squad, stated the Squad is happy with the Controller's Recommended Budget.

Mr. Bosheff stated he would be happy to answer any questions of the Committee regarding the skate park project. In response to Comm. Hertel, Mr. Bosheff stated he would be happy to receive the County funding in \$20,000 installments over the next two years.

Mr. Goodman stated the supporters of the skate park have been working on the project for a long time. It is very important to complete the park to provide a hassle-free place for skaters.

1. Overview of Liaison Committee Recommendations

Mr. Ambrose informed the Committee there is a list of Z items attached to Ms. Younger's memorandum of this date. This information was distributed to the Committee. He also explained that, considering the current economic events, the County is concerned the interest projections in the current budget are at risk by as much as \$200,000. There is also a concern that State revenue sharing estimates may be high. Adjustments are not recommended at this time. Mr. Ambrose suggested the County may have a more challenging budget process next year. The Committee should carefully consider adding any permanent additions to the County base. Mr. Ambrose thanked the Budget staff for their efforts on the 2002 Controller's Recommended Budget.

2. Review and Action on Law and Courts Committee Recommendations

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE LAW AND COURTS RECOMMENDED BUDGET. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

3. Review and Action on Administrative Services/Personnel Committee Recommendations

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE ADMINISTRATIVE SERVICES/PERSONNEL RECOMMENDED BUDGET. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

4. Review and Action on Human Services Committee Recommendations

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. KRAUSE TO APPROVE THE HUMAN SERVICES RECOMMENDED BUDGET. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

5. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. KRAUSE TO APPROVE THE ITEMS REFERRED BY LIAISON COMMITTEES FOR FUNDING FROM STRATEGIC PLANNING INITIATIVE FUNDS.

Comm. Schafer stated the items exceed the available funds. Therefore, he will not support the above motion.

Comm. Hertel withdrew his motion and proposed the following motion:

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. KRAUSE, TO APPROVE THE FIRST ITEMS ON THE LIST WHICH TOTAL \$300,000.

Comm. Schafer requested a separation of the above motion. Items should be voted on separately.

Chairperson Czarnecki granted Comm. Schafer's request to separate the above motion.

LC-1	FOC Adv. Com.	CU	Comm. Minter absent for all items below.
LC-2	FOC Div.	CU	
LC-2	Prosecuting Attorney	CU	
LC-4	Sheriff	CU	
LC-5	Family Division	CU	
LC-6	Circuit Court		CARRIED with Comms. Lynch and Schafer voting NO
LC-7	Sheriff	CU	
AS-1	Parks	CU	
AS-2	Parks	CU	
AS-2	Parks	CU	
AS-4	Equalization		CARRIED with Comms. Schafer and Swope voting NO
AS-5	Drain Commissioner		CARRIED with Comm. Schafer voting NO
AS-6	Drain Commissioner		Item removed from list per request of Drain Office.
AS-7	Community Agencies	CU	
AS-8	Community Agencies	CU	
HS-1	Cooperative Extension	CU	
HS-2	CMH		CARRIED with Comm. Schafer voting No

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. SCHAFER, TO ADD \$29,000 TO THE Z LIST FOR LIFEGUARD SERVICES AT LAKE LANSING.

Comm. Hertel explained his reasons for wanting lifeguard services at Lake Lansing. The lifeguards are needed for the safety of park users. Chairperson Grebner stated the Parks Board has determined it is inconclusive as to whether lifeguards make a swimming area safer. The roped off swimming area at Lake Lansing Park South is not very deep. Signs would also be posted that lifeguards are not on duty.

MOTION DIED with Comms. Hertel, Schafer and Swope voting YES. Absent: Comm. Minter

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. CZARNECKI, TO PLACE \$20,000 ON THE Z LIST FOR THE SKATE PARK.

Comm. Krause stated there are very important issues on the Z list at this time. She understands the skate park is important to some people. However, the County has strong issues to consider. Comm. Krause stated she is not against the skate park. The County has to balance the issues. Chairperson Czarnecki cautioned the Committee about adding positions to the County base. Comm. Schafer stated he has many revenue enhancing ideas to propose to the Board for the upcoming year.

MOTION DIED with Comms. Hertel, Czarnecki and Schafer voting YES. Absent: Comm. Minter

(The Committee recessed for approximately 20 minutes to rank the Z list items.)

The Committee ranked the items as follows:

1.	HS-1	\$ 16,783
2.	LC-2	19,380
3.	AS-2	20,000
4.	LC-1	2,000
5.	HS-2	57,450
6.	LC-2	16,436
6.	LC-4	81,054
8.	AS-8	3,845
9.	AS-7	2,490
10.	AS-1	29,000
11.	AS-5	4,700
12.	AS-2	25,000

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. KRAUSE, TO PLACE ITEMS 1-12 ON THE Z LIST.

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. LYNCH, TO AMEND THE MOTION TO PLACE ITEM 14 (LC-5) \$21,862 AS ITEM 13 ON THE Z LIST. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

MOTION AS AMENDED CARRIED UNANIMOUSLY. Absent: Comm. Minter

6. Other Adjustments

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. KRAUSE, TO APPROVE THE TECHNICAL ADJUSTMENTS TO THE 2002 GENERAL FUND BUDGET. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Minter

7. Adoption of Finance Recommended Budget

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. LYNCH, TO ADOPT THE FINANCE RECOMMENDED BUDGET. MOTION CARRIED UNANIMOUSLY. Absent:: Comm. Minter

Announcements

Comm. Lynch stated the next Law & Courts meeting will be held October 4 at the Delhi Township Hall.

Public Comment: None

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Debra Neff

FINAL RANKINGS BY THE FINANCE COMMITTEE

RANK	DEPARTMENT	AMOUNT	DESCRIPTION	C Z A R N E C K I	H E R T E L	S C H A F E R	M I N T E R	S W O P E	L Y N C H	K R A U S E	T O T A L
1	Coop. Ext. (HS-1)	\$16,783	Network Center Coordinator	2	8	5		2	9	7	33
2	Pros. Attorney (LC-2)	\$19,380	Warrant Typist through 6/30/02	13	5	6		6	2	2	34
3	Parks (AS-2)	\$20,000	Skate Park	3	3	9		1	11	10	37
4	FOC Adv Com. (LC-1)	\$2,000	Restore original funding request	9	12	7		5	1	4	38
5	CMH (HS-2)	\$57,450	Jail-Based Services	1	10	4		3	12	9	39
6	FOC Div. (LC-2)	\$16,436	Receptionist	8	16	10		7	5	1	47
6	Sheriff (LC-4)	\$81,054	Sergeant/Volunteer Coord.	14	6	1		11	10	5	47
8	Cm Agencies (AS-8)	\$3,845	Urban Options	7	9	8		8	4	13	49
9	Cm Agencies (AS-7)	\$2,490	Ingham Conservation District	16	7	3		13	3	12	54
10	Parks (AS-1)	\$29,000	Lifeguards-Hawk Island	5	1	11		9	14	15	55
11	Drain Comm. (AS-5)	\$4,700	Consultants	15	4	13		12	7	6	57
12	Parks (AS-2)	\$25,000	Lifeguards-Burchfield	4	2	12		10	15	16	59
15	Family Div. (LC-5)*	\$21,862	Lansing Schools Truancy Project	10	13	15		4	8	14	64

Funded: \$300,000

14	Sheriff (LC-7)	\$55,829	Jail Nurse	11	14	2		14	16	3	60
16	Equalization (AS-4)	\$8,000	Digitized tax mapping	6	15	14		16	6	11	68
17	Circuit Ct. (LC-6)	\$30,000	Deputy Clerk III function	12	11	16		15	13	8	75

Not funded: \$93,829

* The first 12 items ranked by the committee totaled \$278,138. The Committee voted to change the request amount of the Lansing Schools Truancy Project from \$22,650 to \$21,862, and to spend the remaining Strategic Planning Initiative Funds of \$300,000 on this item, which was initially ranked as number 15.

FINANCE COMMITTEE

October 3, 2001

Minutes

Members Present: John Czarnecki, Curtis Hertel, Jr., Randy Schafer,, Chris Swope and Calvin Lynch

Members Absent: Thomas Minter and Amy Krause

Others Present: Jerry Ambrose, Mark Grebner and Bruce Bragg

The meeting was called to order by Chairperson Czarnecki at 7:00 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the September 12, 2001 Minutes

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. HERTEL, TO APPROVE THE SEPTEMBER 12 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Minter and Krause

Additions to the Agenda

5d. Substitute Resolution

h. Resolution Authorizing Settlement of Litigation and Authorizing Additional Service Credit to Ellis Brumbaugh, Jr.

i. Resolution Authorizing the Purchase of Certain Retirement Credits

Limited Public Comment: None

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

1. Parks Board - Resolution Authorizing Entering Into a Contract for the Replacement of the Lake Lansing Boat Launch Ramp

3. Sheriff's Office

b. Resolution to Accept the 2000-2002 Local Law Enforcement Block Grant

5. Health Department

a. Resolution to Authorize a 2001-2002 4C Agreement with the Family Independence Agency

b. Resolution to Authorize a 2001-2002 Agreement with the Michigan Department of Environmental Quality

c. Resolution to Authorize an Agreement with Lansing-Mason Ambulance for Medical Examiner Transports

6. Controller's Office - Resolution Authorizing Adjustments to the 2001 Ingham County Budget

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Minter and Krause

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. SWOPE, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Minter and Krause

2. Human Resource Department - Resolution Authorizing Continuation of Health and Dental Insurance Premiums for Certain Reservists

In response to Comm. Swope, Mr. Ambrose stated the Resolution could be amended to reflect a sunset date. Such a date would need to be reevaluated due to the time uncertainty.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. LYNCH, TO APPROVE THE RESOLUTION AUTHORIZING CONTINUATION OF HEALTH AND DENTAL INSURANCE PREMIUMS FOR CERTAIN RESERVISTS.

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. SWOPE, TO AMEND THE RESOLUTION TO INCLUDE THE FOLLOWING:

BE IT FURTHER RESOLVED, THAT THE PROVISIONS OF THIS POLICY SHALL EXPIRE ON JULY 1, 2002;

BE IT FURTHER RESOLVED, THAT PRIOR TO EXPIRATION OF THE POLICY, THE ADMINISTRATIVE SERVICES/PERSONNEL COMMITTEE SHALL REVIEW THE CONTINUED NEED FOR THE POLICY.

Comm. Schafer stated he would not support the proposed amendment. The County should do everything possible to assist the voluntary military during the transition phase. The benefits should be extended for a period of six months.

MOTION TO AMEND CARRIED with Comm. Schafer voting NO. Absent: Comm. Minter and Krause

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. HERTEL, TO AMEND THE RESOLUTION TO CHANGE THE "NINETY (90) DAYS" TO SIXTY (60) DAYS IN THE FIRST WHEREAS PARAGRAPH AND THE THEREFORE BE IT RESOLVED PARAGRAPH.

The Committee discussed the above amendment.

MOTION TO AMEND FAILED with Comms. Schafer and Hertel voting YES. Absent: Comms. Minter and Krause

MOTION CARRIED UNANIMOUSLY as amended. Absent: Comms. Minter and Krause

3. Sheriff's Office

- a. Resolution to Accept a "YOU DRINK, YOU DRIVE, YOU LOSE" Participation Effort Grant from the Office of Safety Planning

In response to Comm. Schafer, Comm. Lynch stated the contract concentrates on different jurisdictions throughout the year.

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. SWOPE, TO APPROVE THE RESOLUTION TO ACCEPT A "YOU DRINK, YOU DRIVE, YOU LOSE" PARTICIPATION EFFORT GRANT FROM THE OFFICE OF SAFETY PLANNING. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Minter and Krause

- c. Resolution to Renew Administrative Services Contract With Blue Cross/Blue Shield of Michigan for a Self-funded Health Benefit Program for Inmates

In response to Comm. Swope, Mr. Ambrose stated he did not know why the fee would be raised over 10%. However, he would have the answer for Comm. Swope prior to the next Board meeting. The Resolution authorizes a renewal of a contract. There is very little competition in town for this type of contract. Comm. Swope stated he would not support this matter until he receives further information from Mr. Ambrose.

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO RENEW ADMINISTRATIVE SERVICES CONTRACT WITH BLUE CROSS/BLUE SHIELD OF MICHIGAN FOR A SELF-FUNDED HEALTH BENEFIT PROGRAM FOR INMATES. MOTION CARRIED with Comm. Swope voting NO. Absent: Comms. Minter and Krause

- d. Resolution to Enter into a Mutual Law Enforcement Aid Agreement with the Charter Township of Meridian and the Meridian Township Police Department

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. LYNCH, TO APPROVE THE RESOLUTION TO ENTER INTO A MUTUAL LAW ENFORCEMENT AID AGREEMENT WITH THE CHARTER TOWNSHIP OF MERIDIAN AND THE MERIDIAN TOWNSHIP POLICE DEPARTMENT. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Minter and Krause

4. Circuit Court - Resolution to Authorize Entering into Contract with the State Court Administrative Office for the Next Generation Model Trial Courts Implementation Plan Grants

In response to Comm. Schafer, Mr. Ambrose stated the local match is contained within the budget.

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO AUTHORIZE ENTERING INTO CONTRACT WITH THE STATE COURT ADMINISTRATIVE OFFICE FOR THE NEXT GENERATION MODEL TRIAL COURTS IMPLEMENTATION PLAN GRANTS. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Minter and Krause

5. Health Department

- d. Resolution to Authorize the Purchase of a Prefabricated Household Hazardous Waste Storage Facility from Safety Storage, Inc.

Comm. Schafer stated he strongly supports the Storage Facility. However, he would like to see the prints and specifications.

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE SUBSTITUTE RESOLUTION TO AUTHORIZE THE PURCHASE OF A PREFABRICATED HOUSEHOLD HAZARDOUS WASTE STORAGE FACILITY FROM SAFETY STORAGE, INC. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Minter and Krause

7. Board Referrals

- a. Resolution from Oceana County Regarding Reductions in State Revenue Sharing
- b. Resolution from Crawford County Regarding Reductions in State Revenue Sharing

The Board Referrals were received and placed on file.

8. Resolution Authorizing Settlement of Litigation and Authorizing Additional Service Credit to Ellis Brumbaugh, Jr.

9. Update on Gun Board Litigation

MOVED BY COMM. SWOPE, SUPPORTED BY COMM. HERTEL, TO ENTER INTO A CLOSED SESSION FOR THE PURPOSE OF DISCUSSING THE ELLIS BRUMBAUGH LITIGATION AND AN UPDATE ON THE GUN BOARD LITIGATION. MOTION APPROVED BY THE FOLLOWING ROLL CALL VOTE: Comms. Czarnecki, Hertel, Schafer, Swope and Lynch all YEAS. Absent: Comms. Minter and Krause

The Committee returned to regular session.

MOVED BY COMM. LYNCH, SUPPORTED BY COMM. SWOPE, TO APPROVE THE RESOLUTION AUTHORIZING SETTLEMENT OF LITIGATION AND AUTHORIZING ADDITIONAL SERVICE CREDIT TO ELLIS BRUMBAUGH, JR. MOTION CARRIED with Comm. Schafer voting NO. Absent: Comms. Minter and Krause

Mr. Ambrose informed the Committee that if they have any further questions regarding agenda item number eight, they should be referred to the County Attorney.

Announcements: None

Public Comment: None

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Debra Neff

Agenda Item 1

RESOLUTION STAFF REVIEW DATE October 10, 2001

Agenda Item Title: Resolution Approving the 2001 Apportionment Report

Submitted by: Equalization

Committees: Ad.Ser/Pers.____, H.S.____, Law & Cts. ____, Fin. *_

Summary of Proposed Action:

The attached resolution approves the taxable valuations and millages apportioned to the various units in Ingham County. State law requires that the annual apportionment report be approved by the Board of Commissioners on or before October 31 of each year. Under newly enacted state law, the Equalization Director is responsible for certifying the millages and values contained in the report. The Equalization Director has completed his review and is recommending adoption.

Financial Implications:

Approval of the resolution is necessary to authorize the levy of the various property tax millages throughout the county.

Other Implications:

Staff Recommendation: JA X JN HH

Staff recommends the approval of this resolution.

Agenda Item 1

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE 2001 APPORTIONMENT REPORT

WHEREAS, State law requires that the annual apportionment report be approved by the Board of Commissioners on or before October 31 of each year.

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millage apportioned to the various units in Ingham County for the year 2001 are hereby approved.

Agenda Item 2

RESOLUTION STAFF REVIEW: DATE: October 9, 2001

Agenda Item Title: Resolution Appointing Outside Auditor for Ingham County

Submitted By: Financial Services

Committees: Ad.Ser/Per___, H.R.____, Law & Cts___, Fin. x

Summary of Proposed Action:

This resolution authorizes entering into a contract with Rehmann Robson for audit services of the County's fiscal years ending December 2001 through 2005. An annual audit is required by Michigan Act 2 of the Public Acts of 1968 as amended.

Financial Implications:

Bids were solicited and five proposals were received. Proposals were reviewed by the County Controller, and representatives from the Financial Services Department, the Treasurer's Office, the Road Commission, the Health Department and the Housing Commission. The total five-year costs specified in the proposals ranged from \$278,000 to more than \$400,000. Three of the five proposals were closely grouped at the lower end of the range.

The three low bidders were interviewed. Of the three firms interviewed, Rehmann Robson was a near unanimous first choice. Their total bid of \$278,000 was the lowest. The cost in the first year of the contract is \$53,900 with \$2,200 of that amount applied to the Joint Building Authority audit. Ingham County will pay half of the Joint Building Authority audit. The net cost of \$52,800 is slightly less than the \$53,500 fee for the 2000 audit.

The audit firm of Abraham & Gaffney was considered a viable second choice. Their total five-year cost of \$309,900 was the highest of the three firms interviewed. Their recent experience with other counties, although smaller than Ingham County, was a plus.

Other Implications:

Rehmann Robson has audited Ingham County for the past seven years. As part of their proposal, Rehmann Robson has agreed to assign a completely new audit team to the County audit. This is intended to provide a fresh look at the County's operations.

As we reviewed the bid proposals and conducted the interviews, we considered the size of the audit firm, their experience, and their knowledge and training with respect to the new reporting

Agenda Item 2

format (GASB #34). These issues are interrelated and critical to the proper and timely preparation of our 2002 financial report. Rehmann Robson definitely has an advantage in all of these areas. In addition, the continuity of retaining the same audit firm, even with a different team, would make the transition easier.

As noted above, the firm of Abraham & Gaffney is a possible second choice. At least one member of the review team felt that the additional hours in their proposal merited a first choice rating.

However, most of the team felt that their smaller size and their experience, limited to smaller counties, would be a handicap. In addition, unlike Rehmann Robson, none of Abraham Gaffney's clients have issued financial statements using the new format. Making the transition to a new, smaller audit firm would be uncomfortable and would likely add an additional level of difficulty to the mandated changes in reporting format.

Staff Recommendation: JA_____ JN_____ HH_____

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING OUTSIDE AUDITOR FOR INGHAM COUNTY

WHEREAS, Ingham County's contract for external audit services has expired; and

WHEREAS, an annual audit is mandated by Michigan Act 2 of the Public Acts of 1968 as amended; and

WHEREAS, the County Controller has received five proposals from outside audit firms, and has reviewed their qualifications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby enters into a contract with Rehmann Robson for audit services for each of the County's fiscal years ending December 31, 2001, 2002, 2003, 2004, and 2005 at a total cost not to exceed \$278,000 and not to exceed the following amounts annually:

2002	(2001 report)	\$53,900
2003	(2002 report)	\$54,750
2004	(2003 report)	\$55,600
2005	(2004 report)	\$56,450
2006	(2005 report)	\$57,300

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments within the 2002 Financial Services Department Budget for the cost of the 2001 audit.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign said contract after review by the County Attorney.

Agenda Item 3

RESOLUTION STAFF REVIEW DATE October 5, 2001

Agenda Item Title: Resolution Authorizing Contract with Meridian Township for Communication Equipment Upgrades

Submitted by: Meridian Township

Committees: Ad.Ser/Per.__, H.R. __, Law & Cts. __*, Finance __*

Summary of Proposed Action

This resolution will authorize a contract with Meridian Township for reimbursement of costs associated with Communication Equipment Upgrades for the Fire Department.

The 911 Advisory Board has reviewed this request and is recommending it to the BOC for approval.

Financial Implications

Meridian Township is requesting funds from the 911 Emergency Telephone Dispatch Services budget for Management and System Improvements for a total cost not to exceed \$13,795.

Other Implications The detail for this request is attached.

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING CONTRACT WITH MERIDIAN TOWNSHIP FOR
COMMUNICATION EQUIPMENT UPGRADES**

WHEREAS, the Ingham County Board of Commissioners has established a 911 Emergency Telephone Dispatch Services fund for Management and System Improvements to the County emergency dispatch system; and

WHEREAS, the Meridian Township Fire Department completed some communication equipment upgrades to improve failing communications with the East Lansing 911 Center; and

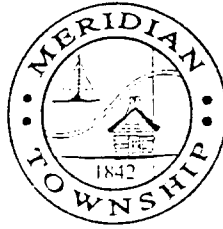
WHEREAS, the 911 Advisory Board is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services - 911 fund for Management and System Improvements and have verified that it meets the standards as established by the Ingham County Emergency Telephone Services Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of up to \$13,795 from the 911 Emergency Telephone Dispatch Services - 911 fund for Management and System Improvements to reimburse Meridian Township for the Communications System upgrade project.

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

CHARTER TOWNSHIP OF MERIDIAN

Susan McGillicuddy Supervisor
 Mary M.G. Helmbrecht Clerk
 Bruce D. Hunting Treasurer
 Gerald J. Richards Manager



Julie Brixie Trustee
 Steve Stier Trustee
 Andrew J. Such Trustee
 Anne M. Woiwode Trustee

August 20, 2001

Mr. John Neilsen, Deputy Controller
 Ingham County Controller's Office
 Ingham County Courthouse
 P. O. Box 319
 Mason, Michigan 48854

Dear Mr. Neilsen,

In July 2000, Meridian Township began the process of upgrading the fire department communications system, which was necessary for maintaining communications between our field units and the East Lansing PSAP. The upgrade thus far has effectively increased our communication power, eliminated communication failures to dispatch and, by adding the PL code to this system, has effectively eliminated the "skip" problem and most outside interference.

The next phase involves placing a private line (PL) code into the East Lansing Fire Department (ELFD) radios and will incur no further costs to Meridian Township or East Lansing Dispatch. This should effectively eliminate outside interference and "skip" from distant transmitters.

To date Meridian Township has provided funding for the capitol expenditures totaling \$13,795. The attached documentation is provided to outline the expenditures of this upgrade project. The expenditures dated 12/19/00 to 02/06/01 reflect the cost of phase one, propagation study, licensing and the tower erection. The expenditures dated 03/06/01 and 03/12/01 reflect the costs of phase two, purchase of repeater, duplexer and installation, programming of radios capable of reprogramming and back up power source for the system.

The expenditure dated 03/20/01 reflect the purchase of seven portable and two mobile radios necessary for maintaining communications between the PSAP and firefighting personnel. The radio purchase was necessary because the portables in use at that time were 1980's vintage or older and were non-programmable, rendering them useless on the new system. The two mobile radios were installed in a new command vehicle to allow UHF and VHF communications with every agency using those spectrums within Ingham County.

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August 20, 2001

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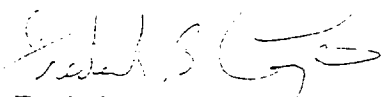
The final expenditures dated 04/12/01 and 07/24/01 are to complete phase three. A study was conducted using the new system to determine which private line (PL) code was best for our needs. Once identified Meridian Township paid to have the appropriate PL code installed in the base radio at East Lansing/Meridian Dispatch (ELMER). Meridian Township then reprogrammed all radios to the new PL code.

The fourth phase of this upgrade will benefit ELMER Dispatch and ELFD by eliminating the "skip" and interference encountered on our frequency. Our benefit is that ELMER Dispatch can communicate with the new Meridian radio system while allowing our field radios to filter out all other interference. To allow ELMER Dispatch the benefit of the PL and eliminate the "skip" problem, ELFD must program the transmit PL code into all ELFD radios. Once this is completed a simple flick of a single switch will activate the receive side of the already installed PL circuit at ELMER Dispatch providing interference free reception at their console as well.

Meridian Charter Township is requesting reimbursement from Ingham County 911 Funds in the sum of \$13,795.00 to cover the cost capitol expenditures of this project. This cost does not reflect, nor will we be asking for, reimbursement for the labor and secondary costs incurred by Meridian Township. Depending on the progress of the countywide radio system, phase five, station alerting and personnel paging may be addressed in 2002.

Please advise me if this proposal is sufficient for the 911 Advisory Board and the Ingham County Commission. If you need further information, please feel free to contact me at (517) 347-5055

Respectfully,



Frederick B. Cowper, Fire Chief
Meridian Township Fire Department

12/19/00	Check # 044780	Communications Consulting	
	\$1650.00		\$1650.00
01/07/01	Check # 044948	John T. Eman Company	
	\$421.70		\$2071.70
01/23/01	Check # 045135	Spartan Roofing Company	
	\$295.00		\$2366.70
01/23/01	Check # 045142	Communications Consulting	
	\$755.00		\$3121.70
02/06/01	Check # 045150	APCO, Inc.	
	\$360.00		\$3481.70
03/06/01	Check # 045374	Jeffory Broughton, Comm. Services	
	\$3046.00 & \$599.90		\$7127.60
03/12/01	Credit Card Purchase	OfficeMax	
	\$199.99		\$7327.59
03/20/01	Check # 045444	Jeffory Broughton, Comm. Services	
	\$4199.30 & \$1024.00		\$12550.89
04/12/01	Check # 045743	Jeffory Broughton, Comm. Services	
	\$555.00		\$13105.89
07/2/01	Check # <u>046382</u>	Jeffory Broughton, Comm. Services	
	\$690.00		\$13795.89

Agenda Item 4

RESOLUTION STAFF REVIEW

DATE October 5, 2001

Agenda Item Title: Resolution Authorizing Entering into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2001-2002 Fiscal Year

Submitted by: CCAB

Committees: Ad.Ser/Per.__, H.S.__, Law & Cts.__, Finance__

Summary of Proposed Action:

This resolution authorizes entering into a contract with the City of Lansing for \$15,000 to be used, as set forth in the contract, to assist with CCAB activities and efforts as approved in the Comprehensive Community Corrections Plan and the FY 2001-2002 annual application.

Financial Implications:

This is the first year the City has allocated general fund dollars - \$15,000 to assist with Community Corrections programs.

Other Implications:

Staff Recommendation: JA ___ JN *__ HH ___

This resolution should be approved.

cc: Mary Sabaj, CCAB

Introduced by Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE CITY OF LANSING FOR AN ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS FOR THE CITY 2001-2002 FISCAL YEAR

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, an annual submission of an application that identifies planned priorities and strategies to be implemented for the upcoming State fiscal year (FY 2001- 2002) was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$15,000 to be used, as set forth in the contract, to assist with CCAB activities and efforts as approved in the Comprehensive Community Corrections Plan and the FY 2001-2002 annual application.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for \$15,000 for the time period of July 1, 2001 through June 30, 2002.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 5a

RESOLUTION STAFF REVIEW DATE October 9, 2001

Agenda Item Title: Resolution to Authorize an Agreement with the Michigan Fitness Foundation

Submitted by: Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize a contract with the Michigan Fitness Foundation during FY 2001-2002. Through the agreement, the Health Department will provide staff support for the Mid-Michigan Regional Fitness Council. The Mission of the Fitness Council is “To educate residents in the seven county service area on the benefits of physical activity and provide them ways of becoming physically active, regardless of age, physical health, or socioeconomic status.”

Financial Implications

The total budget for the agreement is \$67,500 with the Michigan Fitness Foundation reimbursing Ingham County up to \$37,500; \$5,000 which will come from contributions of several parties and Ingham County contributing \$25,000 of in-kind services.

The funds are anticipated and included in the Health Department’s 2002 budget.

Other Implications

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Bruce Bragg

Date: October 11, 2001

Subject: Agreement with the Michigan Fitness Foundation

This is a recommendation to authorize a contract with the Michigan Fitness Foundation. Through the agreement, the Health Department will provide staff support for the Mid-Michigan Regional Fitness Council. The Mission of the Fitness Council is “To educate residents in the seven county service area on the benefits of physical activity and provide them ways of becoming physically active, regardless of age, physical health, or socioeconomic status.”

By supporting the activities of the Mid-Michigan Regional Fitness Council, the Department accomplishes an important function of support of physical activity and physical fitness. Sedentary lifestyle and obesity are important risk-factors for people of all ages. It is estimated that 12% of all deaths could be prevented each year by having people increase their physical activity levels. The Regional Council meets monthly and supports a number of initiatives to promote physical activity and sports in the Mid-Michigan area. Three statewide initiatives are promoted each year. Two address the serious problem of childhood obesity.

The Health Department’s work to support the Regional Fitness Council enhances its ability to promote physical activity in residents of all ages. I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with the Michigan Fitness Foundation.

Attachment

cc: Bob Glandon w/attachment
John Jacobs w/attachment
Don Diskey w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN FITNESS FOUNDATION

WHEREAS, the Ingham County Health Department has provided staff support to the Mid-Michigan Regional Fitness Council for several years; and

WHEREAS, the Michigan Fitness Foundation administers funds under the guidance of the Governor's Council on Physical Fitness, Health and Sports to broaden statewide awareness of the health benefits of physical fitness and to increase the level of physical activity of Michigan citizens; and

WHEREAS, the Michigan Fitness Foundation has contracted with Ingham County for several years to provide administrative support to the local chapter, Mid-Michigan Regional Fitness Council, and proposes to continue that arrangement during FY 2001-2002; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the agreement with the Michigan Fitness Foundation and advises that the funds are anticipated and included in the Health Department's 2002 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Michigan Fitness Foundation to provide administrative support for the activities of the Mid-Michigan Regional Fitness Council for the promotion of physical fitness, health and sports in Michigan.

BE IT FURTHER RESOLVED, that the agreement period shall be October 1, 2001 through September 30, 2002.

BE IT FURTHER RESOLVED, that the total budget for the agreement shall be \$67,500 with the Michigan Fitness Foundation reimbursing Ingham County up to \$37,500; \$5,000 which will come from contributions of several parties and Ingham County contributing \$25,000 of in-kind services.

Agenda Item 5b

RESOLUTION STAFF REVIEW DATE October 9, 2001

Agenda Item Title: Resolution to Establish a Clinical Physician Position

Submitted by: Health Department

Committees: Ad.Ser/Per. __*, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize the establishment of a fourth clinical physician position in the Health Department. The Department currently employs three full-time clinical physicians. This fourth position would replace the relationship we have with Michigan State University for coverage 20 hours per week.

Financial Implications

The costs would be absorbed through the existing Health Department budget through the existing MSU contract and vacant nurse(s) positions.

Other Implications

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Administrative Services/Personnel Committee
Finance Committee

From: Bruce Bragg

Date: October 11, 2001

Subject: Recommendation to Establish a Clinical Physician Position

This is a recommendation to establish a fourth clinical physician position in the Health Department.

The Health Department operates a network of eight health centers that provide managed care/ primary care services to about 7,000 Medicaid eligible persons enrolled in two health plans under contract with the State of Michigan: McLaren Health Plan and Physicians Health Plan. Additionally, these health centers are responsible for managed care/primary care services for about 10,000 persons enrolled in the Ingham Health Plan. And, these same health centers provide categorical health services to about 15,000 persons through the Family Planning and Sexually Transmitted Disease Programs. The primary care providers in the health centers are employed and contracted physicians (about five full-time equivalent) and employed Nurse Practitioners (about 10 full-time equivalents). The Department currently employs three full-time clinical physicians. This fourth position would replace the relationship we have with Michigan State University for coverage 20 hours per week.

Michigan State University's College of Osteopathic Medicine, Department of Family Medicine is going through some transition. The MSU Health Team, the unit at the University now directing the clinical practice for both medical colleges, has proposed that the County employ its own family practice/internal medicine physician as quickly as possible. MSU Health Team will continue to provide the pediatric physician services established in the existing contract. The Department's Health Centers are struggling to meet patient demand. In addition to the challenge of working with the MSU situation, one and one-half Nurse Practitioner positions are vacant and the County is unable to recruit and fill these positions.

I am proposing that the Board of Commissioners establish a fourth clinical physician position effective November 1, 2001. I propose that the Human Resources Director be authorized to post the position as part-time and as full-time. If it is possible to recruit and employ a full-time physician, it could be funded from the savings of the contract with MSU and from savings from the vacant Nurse Practitioner positions (either of them), and one of the vacant Nurse Practitioner positions would not be filled. If the Nurse Practitioner positions are both filled prior to the employment of a physician, then the physician position would be only available as a part-time position.

Attached is a resolution to authorize the establishment of a fourth clinical physician position. I recommend that the Board of Commissioners adopt the resolution and establish the position.

Agenda Item 5b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH A CLINICAL PHYSICIAN POSITION

WHEREAS, the Health Department operates a network of community health centers, providing managed care services to approximately 7,000 Medicaid eligible persons enrolled in Physicians Health Plan and McLaren Health Plan, and about 10,000 persons enrolled in the Ingham Health Plan, and provides categorical family planning, sexually transmitted disease control and other services to an additional 15,000 persons; and

WHEREAS, the primary care providers for the network of community health centers are employed physicians and contracted physicians and employed nurse practitioners; and

WHEREAS, the MSU Health Team has proposed that the contractual relationship be modified to terminate the half-time family practice physician services it provides; and

WHEREAS, the County has been unable to fill two vacant Nurse Practitioner positions; and

WHEREAS, the Health Officer proposes that the Board of Commissioners establish a fourth clinical physician position within the Health Department, which will be posted as both full-time and part-time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes a fourth clinical physician position, effective November 1, 2001.

BE IT FURTHER RESOLVED, that the Human Resource Department is authorized to post the new position as both part-time and full-time.

BE IT FURTHER RESOLVED, that the Health Officer is authorized to fill the full-time clinical position if funds are available through salary savings from one of the vacant Nurse Practitioner positions.

Agenda Item 6

RESOLUTION STAFF REVIEW

DATE October 4, 2001

Agenda Item Title: Resolution Authorizing Entering Into a Contract with Great Lakes Window Cleaning for Interior and Exterior Window Cleaning at the Hilliard Building and Courthouse

Submitted by: Facilities

Committees: Ad.Ser/Pers. *, H.S. ___, Law & Cts. ___, Fin. *

Summary of Proposed Action:

This resolution authorizes entering into a five year contract with Great Lakes Window Cleaning for exterior and interior cleaning services at the Hilliard Building and Courthouse in an amount not to exceed \$5,000.00 annually and \$25,000.00 total.

Financial Implications:

Bids were solicited and reviewed by the Purchasing and Facilities Departments. It is their recommendation that a five-year contract be awarded to Great Lakes Window Cleaning, the firm submitting the lowest proposal, in an amount not to exceed \$5,000.00 annually and \$25,000.00 total. The contract will also include a provision for the County, at its discretion, to extend the contract for an additional two year term.

Other Implications:

Funds for this contract are budgeted and available within the Facilities maintenance contractual fund.

Staff Recommendation: JA X JN ___ HH ___

Staff recommends the approval of this resolution.

Agenda Item 6

MEMORANDUM

TO: The Administrative Services/Personnel and Finance Committees

FROM: John W. Andresen

DATE: October 3, 2001

RE: Resolution Authorizing Entering Into a Five Year Contract with Great Lakes Window Cleaning for Exterior and Interior Cleaning Services at the Hilliard Building and Courthouse

The current contract for window cleaning services, interior and exterior, for both the Hilliard Building and Courthouse has expired. The funds for this contract are budgeted and available within the maintenance contractual Facilities fund. The Purchasing Department solicited proposals for window cleaning services with Great Lakes Window Cleaning Services submitting the lowest proposal at an amount not to exceed \$5,000 annually. Both the Purchasing and Facilities Departments recommend that a five year contract be awarded, with a contract provision included, that with the County's discretion the contract may be extended for an additional two-year term. The total five year contract amount will not exceed \$25,000.

Thank you!

JWA/cc

Agenda Item 6

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH GREAT LAKES WINDOW CLEANING FOR INTERIOR AND EXTERIOR WINDOW CLEANING AT THE HILLIARD BUILDING AND COURTHOUSE

WHEREAS, the current contract for interior and exterior window cleaning at the Hilliard Building and Courthouse has expired; and

WHEREAS, the funds for this contract have been budgeted for within the Maintenance Contractual line item for this contract; and

WHEREAS, the Purchasing Department solicited proposals for interior and exterior window cleaning services for the Hilliard Building and Courthouse for a contract period of five years, the contract will also include a provision for the County, at its discretion, to extend the contract for an additional two-year term; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Great Lakes Window Cleaning for interior and exterior window cleaning services for both the Hilliard Building and Courthouse who submitted the lowest responsive proposal for services to be performed twice annually for a period of five years in an amount not to exceed \$5,000.00 annually, or not to exceed a total amount of \$25,000.00 for a five year period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Great Lakes Window Cleaning, 6539 Westland Way, Suite 14, Lansing, Michigan 48917 for interior and exterior window cleaning services for a contract period of five years not to exceed \$5,000.00 annually, or total five year amount not to exceed \$25,000.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents with the Board Chairperson and County Clerk to sign the same.

Agenda Item 7

RESOLUTION STAFF REVIEW

DATE October 4, 2001

Agenda Item Title: Resolution Amending Resolution #94-93 to Include Changes to the County's Purchasing Policies and Procedures

Submitted by: Purchasing Department

Committees: Ad.Ser/Pers.* , H.S.____, Law & Cts. ____ , Fin.*

Summary of Proposed Action:

This resolution authorizes an amendment to Resolution #94-93 to include changes to the County's Purchasing Policies and Procedures. Resolution #94-93 increased the minimum dollar level from \$50 to \$100 at which a County purchase order is required. This amendment would allow departments to purchase up to \$500.00 without requiring a purchase order. The Purchasing Department processes approximately 2,220 purchase orders per year which 50% of those purchases are under \$500.00. This amendment will expedite department purchases, eliminate unnecessary paperwork and generate a cost savings for the Purchasing Department. The amount of the increase is due to inflation and other changing circumstances.

Financial Implications: None

Other Implications:

In the future, the Purchasing Department may ask the Committee to approve procurement cards for County-funded departments. Purchasing cards would significantly reduce the workload and processing cost related to the purchase and payment of supplies.

Staff Recommendation: JA X JN ____ HH ____

Staff recommends the approval of this resolution.

MEMORANDUM

TO: Administrative Services/Personnel Committee
Finance Committee

FROM: James C. Hudgins, Jr., Purchasing Director

DATE: October 11, 2001

SUBJECT: Recommendation to Authorize Amending Resolution No. 94-93

Before you is a Resolution to authorize an amendment to Resolution No. 94-93 which will increase the dollar limits required under the County's bidding and proposal process. The County's purchasing policies and procedures were last revised in 1994. Since then, the cost of goods and services has increased in price as a result of inflation. This amendment will cut costs and will streamline the purchasing process. The attached addendum details the current required dollar limits and the proposed increase in dollar limits.

This amendment will expedite department purchases and eliminate unnecessary paperwork in the Purchasing Department. For example, the Purchasing Department currently processes approximately 2,200 purchase orders annually. Approximately 1,100 or 50% of those purchase orders are under \$500. The National Institute of Governmental Purchasing (NIGP) estimates that a purchase made with a purchase order typically costs between \$80 and \$150. Often times, the process of purchasing goods by a purchase order may cost more than the good itself. If the amendment is adopted, the Purchasing Department will realize substantial cost savings by not having to issue purchase orders under \$500.

In the future, the Purchasing Department may ask this Committee to approve procurement cards for County-funded Departments. The purchasing card--the next step in our attempt to reduce costs--streamlines the entire purchasing process. Each card is assigned to a person within a specific department, often according to a general ledger designation and project or cost code. The card holder can then purchase materials with a small dollar value, eliminating purchase orders and invoices. In some cases, statements or checks are also eliminated.

Purchasing cards significantly reduce the workload and processing costs related to the purchase and payment of supplies. The purchasing card enables all departments to spend more time in evaluating expensive and substantive goods and services, instead of concentrating on inexpensive goods and services. The State of Michigan estimated a cost savings of 80%, nearly \$128 per transaction, as a result of its purchasing card program.

At this time, the Purchasing Department recommends the approval of the Resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #94-93 TO INCLUDE CHANGES TO THE COUNTY'S PURCHASING POLICIES AND PROCEDURES

WHEREAS, in 1994 the Ingham County Board of Commissioners amended policies and procedures regarding the purchase of goods and services for County-funded Departments; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #94-93 in accordance with the following:

- a. The minimum dollar level at which a County purchase order is required is increased from \$100 to \$500.
- b. The Purchasing Department shall procure goods and services where the anticipated cost exceeds \$500; three verbal quotes shall be obtained when the anticipated cost is at least \$500 but less than \$5,000 with final approval from the Purchasing Director; three written quotes shall be obtained when the anticipated cost is at least \$5,000 but less than \$10,000 with final approval from the Purchasing Director; formally advertised bids and proposals shall be obtained when the anticipated cost is at least \$10,000 but less than \$20,000 with final approval by the County Controller; and formally advertised bids and proposals shall be attained when the anticipated cost exceeds \$20,000 with final approval by the Board of Commissioners.
- c. The maximum dollar amount for which the short form authorization can be used is increased from \$10,000 to \$20,000. Approval of the Controller, Liaison Chairperson and Finance Chairperson is required. A contract over \$20,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.

BE IT FURTHER RESOLVED, that all other policies set forth in Resolution #94-93 shall remain unchanged.

Resolution No.: 94-93
Agenda Item: 8
Adopted April 26, 1994

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING CERTAIN ADMINISTRATIVE POLICIES

Introduced by the Administrative Services/Personnel and Finance Committees

WHEREAS, certain changes in administrative policies have been recommended to reflect increases in dollar values as a result of inflation and to also reflect other changing circumstances; and

WHEREAS, these recommended changes will facilitate the conduct of County business by streamlining various approval processes;

THEREFORE BE IT RESOLVED that effective immediately, current County policies regarding purchasing, budgeting, contract approvals, and the hiring of temporary employees are amended in accordance with the following:

I. Purchasing

- a. The minimum dollar level at which a County purchase order is required is increased from \$50 to \$100.
- b. County Purchasing shall acquire all goods where the anticipated cost exceeds \$100; verbal quotes shall be obtained when the anticipated cost is at least \$100 but less than \$2,500; written quotes shall be obtained when the anticipated cost is greater than \$2,500 but less than \$7,500; formally advertised bids or proposals shall be obtained when the anticipated cost is above \$7,500; however, sealed competitive bids shall be obtained when the anticipated cost is above \$20,000 as required by law. In addition to the Purchasing Director, the Controller shall approve award of formal bids/proposals exceeding \$7,500 but less than \$15,000; and in addition, the Board of Commissioners shall approve award of bids/proposals in excess of \$15,000.
- c. The minimum dollar value of equipment definition is increased from \$300 to \$1,000.
- d. Department heads may requisition the purchase of unbudgeted equipment up to a value of \$2,500, provided funds are certified to be available within the department's budget (other than Personnel items) for transfer to the appropriate Capital expenditure budget.

II. Contract approval:

a. The maximum dollar amount for which the short form contract authorization can be used is increased from \$5,000 to \$10,000. Approval of Controller, Liaison Chairperson, & Finance Chairperson is required as authorization for the Board Chairperson to sign contract, in addition to approval of the contract to form by the County Attorney.

III. Budget:

a. Budget transfers within cost categories (except for Personnel services) are permitted by department heads with notification to budget office; however, transfers for overtime & temporary help are to continue to be made in accordance with existing policy.

b. Budget transfers between cost categories (except for Personnel services) up to \$5,000 may be authorized by department heads, provided funds are certified by the Controller or Budget Director as available; transfers above \$5,000 but less than \$25,000 requires Controller, Liaison, & Finance Committee approval; transfers above \$25,000 also requires Board approval.

IV. Employees:

a. In other than urgent situations and for no more than four weeks, temporary employees are to be obtained from the Personnel Department Temporary Employee roster; are to be certified by Personnel as meeting the minimum qualification of the job to be filled; and may not work consecutively for more than 9 months in any one job or beyond any time limit set in applicable labor contracts, whichever is less. The Human Resources Director will develop procedures for implementing this policy.

BE IT FURTHER RESOLVED, that the Controller shall periodically review the limits established in this resolution, taking into account experience and the increased costs of doing County business, and make appropriate recommendations.

DIRECTIONS FOR USING LINE ITEM TRANSFER/PURCHASE REQUEST

1. Complete the top half of the form and return all three copies to the Budget Office
2. Explanation of request should indicate the reason for the transfer. Transfers which are part of a series or pattern shall be treated in accordance with the procedure which would apply if all such transfers are made as a single transfer.
3. Contact Financial Services if a new line item account number is necessary.

Agenda Item 7

4. If an equipment purchase is requested for individual items which cost \$2,500 or more, fill out a Purchase Requisition form and send it to the Budget Office along with the Line Item Transfer form.
5. Contracts of \$10,000 or more require a Board Resolution.
6. Transfers to or from the Personnel Cost Category require approval of the Board of Commissioners.

PROPOSED PURCHASING POLICY CHANGES

Present \$ Amount	Bidding/Proposal Requirement	Final Approval	Proposed \$ Amount	Bidding/Proposal Requirement	Final Approval
Less than \$100	None	Department	Under \$ 500	None	Department
\$ 100 - \$ 2,500	(3) Verbal Quotes by Purchasing	Purchasing Department	\$ 500 - \$ 4,999	(3) Verbal Quotes by Purchasing	Purchasing Director
\$ 2,500 - \$ 7,500	(3) Written Quotes by Purchasing	Purchasing Department	\$ 5,000 - \$ 9,999	(3) Written Quote by Purchasing	Purchasing Director
\$ 7,500 - \$ 15,000	Formally Advertised Bids or Proposals	Controller	\$ 10,000 - \$ 20,000	Formally Advertised Bids or Proposals	Controller
Over \$ 15,000	Formally Advertised Bids or Proposals	Board of Commissioners	Over \$ 20,000	Formally Advertised Bids or Proposals	Board of Commissioners

Present Notation	Proposed Changes
<p>Contracts under \$ 10,000 may be authorized using the short form authorization (copy attached) with the approval of the Controller, Liaison Chairperson & Finance Chairperson. A contract over \$ 10,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney. Funds must be available within the Department's budgets.</p>	<p>The maximum dollar amount for which the short form authorization can be used is increased from \$ 10,000 to \$ 20,000. Approval of the Controller, Liaison Chairperson and Finance Chairperson is required. A contract over \$20,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney. Funds must be available within the Department's budgets.</p>

Agenda Item 8

RESOLUTION STAFF REVIEW DATE October 10, 2001

Agenda Item Title: Ingham County 2002 General Appropriations Resolution

Submitted by: Controller

Committees: Ad.Ser/Pers. __, H.S. __, Law & Cts. __, Fin. __*

Summary of Proposed Action:

The attached resolution adopts the 2002 Ingham County Budget as recommended by the Finance Committee. It approves budgets for each department, office, and court, including the number and classification of positions; authorizes other appropriations; establishes the conditions upon which expenditures are authorized (such as compliance with county purchasing policies); and establishes policies for budget amendments. The resolution also authorizes approval of certain contracts which are routine in nature and which are anticipated in the budget. County property tax millages supporting the budget are also authorized.

Financial Implications:

This resolution adopts the spending plan for Ingham County departments, offices, and courts for the 2002 budget year, which begins January 1, 2002.

Other Implications:

Staff Recommendation: JA X JN HH

Staff recommends approval of the resolution.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

INGHAM COUNTY 2002 GENERAL APPROPRIATIONS RESOLUTION

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, County offices, the courts, county departments, and others have submitted requests for a county appropriation in the 2002 budget; and

WHEREAS, the County Controller has considered these requests and has submitted a recommended budget as required by statute and Board of Commissioners' resolution; and

WHEREAS, the various liaison committees of the Board of Commissioners have reviewed their section of the Controller's Recommended Budget and have made recommendations for approval or modification to the Finance Committee; and

WHEREAS, the Finance Committee has reviewed each liaison committee's recommendations and together with its own Strategic Planning Initiatives Fund allotment, has presented a recommended balanced budget to the Board of Commissioners and to the public; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in its annual General Appropriations Resolution; and

WHEREAS, the budget contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the 2002 Ingham County Budget, as set forth in the Finance Committee Recommended Budget, dated September 25, 2001 and incorporated by reference herein, is hereby adopted on a basis consistent with Ingham County's Budget Adoption and Amendment policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the following tax levies are hereby authorized for the 2001 tax year/2002 budget year for a total county levy of 7.7746 mills, including authorized levies for general fund operations, special purpose, and Airport Authority millage:

2001/02 Millage Summary

<u>Purpose</u>	<u>Millage</u>
General Operations	6.4512
Special Purpose - Emergency Telephone Services	.7577
Special Purpose - County-wide Transportation	.4000
Trust & Agency - Capital Region Airport Authority	.1657

BE IT FURTHER RESOLVED, that the revenues received by the county under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the county's 2001/2002 operating millage as defined by Public Act 2, 1986.

BE IT FURTHER RESOLVED, that in accordance with Public Act 2 of 1986, that 50% of the actual Convention Facility Tax revenue not used to reduce the county's Operating tax rate shall be transmitted to the Mid-South Substance Abuse Commission, with the remaining revenues to be deposited in the county's General Fund.

BE IT FURTHER RESOLVED, that the revenues received by the county under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the county's 2001/2002 operating millage levy, and that 11/17 of the actual Health and Safety Fund Act revenue not used to reduce the county's Operating tax rate shall be appropriated to the Ingham County Health Department budget for those public health prevention programs and services whose costs which are in excess of 1989 appropriation levels.

BE IT FURTHER RESOLVED, that in accordance with Public Act 264 of 1987, that 5/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's Operating tax rate shall be used for personnel and operating costs which are in excess of 1988 appropriation levels at the Circuit Court, Family Court, District Court, and Sheriff Department Law Enforcement with the remaining revenues generated by P.A. 264 of 1987 to be used for other General Fund expenditures.

BE IT FURTHER RESOLVED, that to the extent that funds required by the Family Division of Circuit Court for child care services during the 2002 budget year exceed \$1,955,757, which is the amount budgeted as county cost by Ingham County in 1979, an affidavit from the Chief Judge of the Circuit Court will be required, which must state that the additional funds are necessary for the Circuit Court to meet its state imposed duties at a barely adequate level.

BE IT FURTHER RESOLVED, that the adopted budget is based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that the County Controller is hereby authorized to make budgetary transfers within the various funds and authorize expenditures in accordance with the

Agenda Item 8

budgetary procedures established by the Board of Commissioners in Resolution 90-274, a summary of which has been forwarded by the Controller to each department head, court and elected official.

BE IT FURTHER RESOLVED, that expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners in Resolution 90-274.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in this budget shall be made in conformance with the Purchasing Procedures Manual, as adopted and amended by the Board, and that these budgeted funds are appropriated contingent upon compliance with the Purchasing Procedures Manual.

BE IT FURTHER RESOLVED, that the approved Position Allocation List contained in the budget shall limit the number of permanent employees who can be employed in all departments, offices, and the courts, and no funds are appropriated for any permanent position or employee not on the Approved Position List.

BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.

BE IT FURTHER RESOLVED, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the county receiving the budgeted revenues.

BE IT FURTHER RESOLVED, that in the event that such anticipated outside funding is not received or the county is notified that it will not be received, said positions shall be considered not funded and removed from the approved Position Allocation List.

BE IT FURTHER RESOLVED, that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacancies shall be considered, and hereby declared to be vacated positions and shall not be refilled, except by specific Board authorization.

BE IT FURTHER RESOLVED, that the policies regarding temporary employees shall remain in full force and effect.

BE IT FURTHER RESOLVED, that the Drain Commissioner has included \$44,322 in revenue for fee increases in soil erosion permits and development review fees in order to fund the office

Agenda Item 8

reorganization approved by Resolution 01-06, that if not adopted by the end of fiscal year 2001 will result in the reversal of the office reorganization, eliminating 1.0 FTE in that department.

BE IT FURTHER RESOLVED, that the Mediation Fund, administered by the Circuit Court, includes \$50,047 in forfeiture funds used to fund 50% of a Mediation Clerk, as it has since 1993, that, if not transferred to the Mediation Fund, will result in the reduction of this full-time position to part-time, which will also occur if the cash shortage in this fund accrued over previous years is not corrected by a deposit of forfeiture funds by December 31, 2001.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the use of budgeted funds for the purchase of vehicles and necessary equipment such as marking kits, light bars, sirens, prisoner transport shields, radar, etc., from the State of Michigan and other municipal cooperative purchasing programs approved by the purchasing department.

BE IT FURTHER RESOLVED, that the vehicles being replaced are authorized to be transferred to another county department or agency for fair-market value established by the Purchasing Director, or are authorized to be sold at state auction or to a private company; the method of disposal shall be that which is deemed to be in the best interest of the county as determined by the Purchasing Director.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to the following grant programs and other county appropriations which are contained in the adopted budget, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget:

Cooperative Reimbursement Program for the Friend of the Court (\$3,957,607)
Annual Grant for FOC Medical Enforcement (\$143,551)
Annual Grant for FOC Michigan Works Program (\$51,776)
Cooperative Reimbursement Program for Prosecuting Attorney (\$766,486)
Annual Grant for Prosecuting Attorney Victim/Witness Program (\$160,000)
Annual Grant for Prosecuting Attorney Domestic Violence Prevention Program (\$47,000)
Annual Grant for Prosecuting Attorney CARE Program (\$32,546)
Annual Grant for Prosecuting Attorney Anti-Drug Abuse Program (\$196,896)
Annual Renewal of Juvenile Accountability Incentive Block Grant (\$9,787)
Annual Child Care Agreement with State of Michigan (\$7,486,434)
Annual Grant for DARE Program (\$18,990)
Annual Grant for Secondary Road Patrol (\$260,000)
Annual Grant for Marine Safety Program (\$21,000)
Annual Grant for Emergency Management (\$32,000)

Agenda Item 8

Annual Grant for Drug Assets Forfeiture Program (\$247,143)
Annual Grant for Remonumentation Program (\$74,641)
Annual Work Study Grants (\$106,772)
Annual Agreement with Ingham Conservation District (\$34,490)
Annual Agreement with Urban Options (\$12,000)
Annual Agreement with Capital Area Rail Council (\$2,350)
Annual Renewal of 911 Operating Agreements with Lansing (\$3,783,911), East Lansing (\$1,044,417) and NIESA (\$41,012)
Annual Renewal of Special Transportation Contract with CATA, subject to any changes in scope of work being approved by the Human Services Committee (\$2,395,421)
Annual renewal of Agreement with MSU for the Adolescent Diversion Program (\$136,254)
Annual Renewal of Contracts with Clinton County for Veteran Affairs services (\$15,066)
Annual Renewal of Contracts with Eaton County for Veteran Affairs services (\$45,865)
Annual Grant for Juvenile Intervention Program (\$50,500)
Annual Renewal of Contract with Gateway Community Services for primary care services (\$95,680)
Annual Renewal of Contract with East Lansing for Household Hazardous Waste pick up (\$4,000)
Annual Renewal of Contract with NYPPP for operation of South side Neighborhood Center (\$20,000)
Annual Renewal of Contract with LCC for Child Care Referral Services (\$30,000)
Annual Renewal of Contract with Ingham Intermediate School District for Early-On Program Services (\$93,723)
Annual Renewal of Contract with Mid-Michigan District Health Department for Michigan Children's Immunization Registry (MCIR) (\$36,500)

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the county's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that funds appropriated to a community agency but not spent by the end of the fiscal year may be carried over into the next fiscal year without additional Board approval, provided the Controller and Budget Office certify that the funds are available, and that the agency wishing to have said funds reappropriated provides a definitive scope of work for review by the Controller's Office and the County Attorney.

BE IT FURTHER RESOLVED, that any request for reappropriation to the 2002 budget of funds not spent in 2001 for a specific project must be received by the Budget Office no later than March 15, 2002, otherwise the request for reappropriation will not be considered.



THE CITY OF LESLIE

106 E. BELLEVUE • P.O. BOX 496 • LESLIE, MI 49251-0496 • PHONE : 517-589-8236 • FAX: 517-589-0156

September 21, 2001

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

To Whom It May Concern:

In compliance with the Michigan Plant Rehabilitation and Industrial Development Districts Law, Act 198, Public Acts of 1974, as amended, this is your notice, as one of the affected taxing units, that a hearing will be conducted:

**Leslie City Council Room
107 E. Bellevue Street
Leslie MI 49251
7:00 o'clock p.m., Tuesday, October 16, 2001**

At the above time and place, all affected taxing units will be given an opportunity to appear and be heard on the following application for Industrial Facilities Exemption Certificate:

**Len Industries, Inc., for New Machinery and Equipment
To Be Located within Existing Facility
815 Rice Street, Leslie MI 49251**

If you have any questions on this application, please plan to attend this public hearing. If unable to attend, please contact this office at (517)589-8236. Thank you.

Sincerely,

Vyrna Dotte Weideman
Leslie City Clerk

CERTIFIED MAIL #7000 0520 0014 6353 1498

W

Office Of The Village Of
EBBERVILLE

VILLAGE OF WEBBERVILLE NOTICE OF PUBLIC HEARING

Residents of the Village of Webberville please take notice that a public hearing will be held before the Webberville Village Council on Monday, October 15, 2001 at 6:30 p.m., 115 S. Main St., Webberville, MI. The purpose of the hearing is to consider comments from all interested parties regarding the application from Keykert USA, Inc. for an Industrial Facilities Exemption Certificate on real and personal property located at 1101 Highview Drive, Webberville, MI. This application is filed under P.A. 198 of 1974 as amended. A copy of this application and all related documents may be reviewed at the Webberville Village Office during normal business hours. Comments may be made at the hearing or may be submitted in writing to the Village Clerk prior to the hearing at 115 S. Main St., P.O. Box 389, Webberville, MI, 48892. In compliance with the Americans with Disabilities Act, individuals with a disability should contact the Village Clerk at least seventy-two hours in advance of the hearing if requesting accommodations.

Rosa Jones, Clerk
Village of Webberville

APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

This form is issued as provided by P.A. 198 of 1974, as amended. Section references on this form are to specific sections of the act that explain or require the data. Filing of this form is voluntary. **The application should be filed after the district is established and no later than (within) six months after the commencement of the project.** This project will not receive tax benefits until approved by the State Tax Commission.

INSTRUCTIONS: Read the instructions on page 4 before completing this application. File the original and four copies of this form and the required attachments (five complete sets) with the clerk of the local government unit. **(The State Tax Commission requires four complete sets (one original and three copies)). One copy is retained by the clerk.**

TO BE COMPLETED BY CLERK OF LOCAL GOVERNMENT UNIT Clerk must also complete sections 19 and 20, page 3.		THIS SECTION FOR USE BY THE OFFICE OF THE STATE TAX COMMISSION	
Signature <i>Rosa Lee Jones</i>		Application No.	
Date Received <i>Aug. 29, 2001</i>		Date Received	Written Agreement <input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant, do not write above this line. Begin entries at 1 below.

1a. Applicant (Company) Name (Applicant must be the occupant/cooperator of the facility) Keykert USA, Inc.	b. Standard Industrial Classification Code (Sec. 2(10)) Four Digit Code +
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c. Company Mailing Address (No. and Street, P.O. Box, City, State, ZIP) 1101 Highview Drive, Webberville, MI 48892	First time applicants attach copy of Worker's Compensation policy displaying workers codes
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d. Location of Facility (No. and Street, City, State, ZIP) Webberville, MI 48892	(Attach Legal Description)	e. City/Twp./Village Village of Webberville	f. County Ingham
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2. Type of Approval Requested <input checked="" type="checkbox"/> NEW (SEC. 2(4)) <input type="checkbox"/> REHABILITATION (SEC. 3(1))	<input type="checkbox"/> SPECULATIVE BUILDING (SEC. 3(8)) <input type="checkbox"/> TRANSFER (of existing certificate) (1 copy only) <input type="checkbox"/> RESEARCH and DEVELOPMENT (SEC. 2(9))	3. School District Where Facility is Located Webberville	a. School Code 33220
		4. How Many Years of Exemption Requested? (See note in box 19 regarding inclusion of the words "after completion.") Twelve (12)	

5. Explain Applicant's Principal Type of Business (Detailed description of operations)

Keykert is the largest manufacturer worldwide of door locking systems for automobiles. Keykert's list of customers includes all well-known manufacturers of cars and trucks in North America and Europe. Keykert is considered the front runner of door locking systems in the automobile industry by virtue of its ownership of over 80 patents.

6a. Rehabilitation Applicants Only: General Description and Use of Existing Facility (Number of buildings, type, size, use, products manufactured, type of research or development)

6b. Explain Degree and Type of Obsolescence Affecting Existing Facility.

7. Describe Project for Which Exemption is Sought (Type of Improvements to Land, Building; Size of Addition; Personal Property Acquired - Explain New - Used, Transferred from Out-of-State, etc.) and Proposed Use of Facility

The project consists of a 54,300 square foot addition to the existing plant together with a parking lot to accommodate additional manufacturing space for demand of Keykert's door locking systems. In addition, the project includes new machinery and equipment to manufacture the system.

8 a. Cost of land improvements excluding cost of land. Attach itemized list.....

b. Cost of building improvements. (1) Attach list of major types & cost; (2) Attach copy of building permit. (See instructions on page 4, item 5).....

c. Cost of machinery and equipment. Attach itemized list: month, day and year, and total. (See instructions on page 4, item 2.).....

d. Cost of furniture and fixtures. Attach itemized list: month, day and year, and total. (See instructions on page 4, item 2.).....

e. TOTAL PROJECT COST.....

^s a.	\$ 233,835.00
b.	\$3,000,000.00
c.	\$4,300,000.00 (estimate)
d.	\$ 12,775.00
^s e.	\$7,546,600.00

Continue on Page 2

R-105-01

WHEREAS, in accordance with the State Revenue Sharing Act (PA140 of 1971, as amended by PA342 of 1996), Cass County receives approximately \$1,025,000 annually as a portion of the State distribution of Sales Tax Revenue to local units of government; and

WHEREAS, this revenue is incorporated in the County budget based on per capita payments estimated by the State Department of Treasury in advance of the fiscal year, with actual receipts fluctuating in tandem with the State's economy; and

WHEREAS, based on the current economic downturn and the attendant reduction in sales tax receipts, the State Department of Treasury has downwardly revised estimated FY 2002 Revenue Sharing payments three times this calendar year; and

WHEREAS, the FY2002 Budget Recommendation will include \$1.0 million to fund the preponderance of Cass County's discretionary services, including: Road Patrol and MSU-Extension among others; and

WHEREAS, the State Legislature has within its discretion the ability to avoid the latest reduction in estimated Revenue Sharing distribution by appropriating funds from the State's Budget Stabilization Fund, which has a current balance of \$1.3 billion; and


WHEREAS, the express purpose of the Budget Stabilization Fund, otherwise known as the "Rainy Day" Fund, is to accumulate surplus funds during good economic times with the intent of using those funds to offset temporary reductions in revenues that are particularly sensitive to fluctuations in the economy, rather than decimate worthwhile government services that benefit our citizens and taxpayers.


NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners acknowledges the potential budgetary impact of a reduction in State Revenue Sharing due to a reduction in Sales Tax collections and advocates that the State Legislature utilize a portion of the \$1.3 billion accumulated in the Budget Stabilization Fund, in accordance with its intended purpose of offsetting disruptions in revenue caused by temporary economic fluctuations, so as not to jeopardize worthwhile public services provided by local units of government; and

BE IT FURTHER RESOLVED that copies of this resolution be distributed to Cass County's State legislative contingent, the Governor; all Michigan counties and the Michigan Association of Counties for their consideration during the fall period of their budget deliberations.

ADOPTED THIS 13TH DAY OF SEPTEMBER, 2001

ATTEST:


Ann L. Simmons, Clerk
COUNTY OF CASS


R. James Guse, Chairman
CASS COUNTY BOARD OF COMMISSIONERS

R-106-01

WHEREAS, Act 156, P.A. 1851, as amended defines the powers and duties of County Boards of Commissioners, and confers upon them certain administrative and legislative powers; and

WHEREAS, Section 11(b) of Act 156 (MCL 46.11 [b]) duly authorizes County Boards of Commissioners, and no other government agency, to determine and designate the site for a county building, subject to any requirement of law that the building be located at the county seat; and

WHEREAS, Section (d) of Act 156 (MCL 46.11 [d]) further assigns to County Boards of Commissioners, and no other government agency, authorization to erect the necessary buildings for jails, clerks' offices, and other county buildings, and prescribe the time and manner of erecting them; and

WHEREAS, zoning ordinances enacted by local municipalities (i.e., townships, cities and villages) typically lack the means to deal with "issues of greater than local concern," such as public facilities intended to serve county-wide interests that are broader than the interests of a local municipality; and

WHEREAS, in its ruling in Pittsfield Charter Township v. Washtenaw County and City of Ann Arbor, the Michigan Court of Appeals severely limited the ability of County Boards of Commissioners to fulfill their statutory authority under MCL 46.11.

NOW, THEREFORE, BE IT RESOLVED THAT:

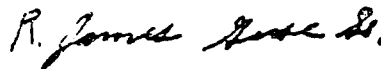
1. The Cass County Board of Commissioners hereby supports the Michigan Association of Counties in filing an amicus brief on behalf of the counties in Pittsfield Charter Township v. Washtenaw County and City of Ann Arbor, COA docket No. 219480.
2. A copy of this Resolution shall be provided to the Michigan Association of Counties.
3. A copy of this Resolution shall be made available to all other Michigan counties for their consideration.

ADOPTED THIS 13TH DAY OF SEPTEMBER, 2001

ATTEST:



Ann L. Simmons, Clerk
COUNTY OF CASS



R. James Guse, Chairman
CASS COUNTY BOARD OF COMMISSIONERS